



## **Job Title: Homebuyer Education Instructor**

**Organization:** NEWSED Community Development Corporation

**Location:** Denver, CO (In-person)

**Job Type:** Part-Time or Full-Time (depending on candidate availability)

**Reports to:** Housing Counseling Program Manager

**Compensation:** Competitive and commensurate with experience

## **About NEWSED**

NEWSED Community Development Corporation is a nonprofit organization dedicated to promoting economic development, and community asset-building in underserved neighborhoods. NEWSED provides a range of services, including housing counseling, small business support, and cultural programming.

## **Position Summary**

The Homebuyer Education Instructor will be responsible for delivering in-person homebuyer education classes and conducting weekly follow-up sessions for participants completing the **eHome America online education course**. This role ensures that prospective homebuyers are well-informed and equipped to make smart financial decisions in the homebuying process. The instructor will ensure all HUD and program compliance standards are met.

## **Key Responsibilities**

- Facilitate engaging, in-person homebuyer education classes at designated community venues.
- Provide individualized follow-up counseling and Q&A sessions for eHome America participants via phone, Zoom, or in person (monthly).
- Ensure all course content meets CHFA standards and aligns with NEWSED's mission and curriculum.
- Coordinate with internal housing counselors to transition participants into one-on-one pre-purchase counseling as needed.
- Update educational materials and handouts to reflect current market trends, lending practices, and homeownership resources.
- Collaborate with lenders, realtors, and community partners to enhance class offerings and provide guest speakers when appropriate.

- Assist with reporting requirements and grant deliverables tied to the homebuyer education program.

### **Qualifications**

- Experience in housing counseling, real estate, lending, financial education, or a related field preferred.
- Certification in HUD Housing Counseling or the ability to obtain certification within 3 months of hire.
- Experience facilitating workshops or group education classes (in-person and/or virtual). And understanding of the homebuying process, credit, budgeting, and mortgage lending.
- Excellent communication, organizational, and interpersonal skills. And Bilingual (Spanish/English) preferred
- Familiarity with eHome America platform, Microsoft Office Suite, HUD requirements, and database systems a plus.

### **Schedule & Work Environment**

- Classes are held in person, typically on Saturdays and evening to accommodate participants' schedules.
- weekly follow-up sessions may be conducted virtually
- Occasional local travel for facilitating classes throughout the state

### **How to Apply**

Please send your resume, cover letter, and any relevant certifications to [rbouobda@newsed.org](mailto:rbouobda@newsed.org) with the subject line “**Homebuyer Education Instructor – Your Name.**”