

HOME OWNERSHIP DIRECTOR

BOWLING GREEN, MO

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks a full-time Director for the Home Ownership program in Bowling Green, MO. Regular work hours will be Monday-Friday, 8-5. The position will work under the direction of the Deputy Director for Housing Development and involve coordinating the activities of the program which includes Homeownership Counseling, Foreclosure Mitigation, USDA Loan Packaging, and Downpayment Assistance.

Candidates should be familiar with HUD Section 8, common real estate operations, home construction, banking, and mortgage industry processes. Comfortability with counseling/teaching and giving of presentations is also required. Valid MO driver's license is required.

Starting wage is \$17.00 per hour. NECAC offers an excellent employee benefit package, including 100% agency paid premiums for health insurance plan with dental & vision coverage; 401(k) retirement plan with up to 6% agency paid contribution and no required employee match; 14 paid holidays with 1 potential paid personal day per year; accumulative paid vacation leave which may progress to 23 days per year; and 10 days paid sick leave per year.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to ccox@necac.org, or FAX to 573-324-3960. Because most correspondence is done by email, a valid email address must be on your application or resume. You may also obtain an application at any NECAC Service Center. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V