



JOB DESCRIPTION REAL ESTATE AGENT

Classification Standards:

Reporting to the Director of Realty, this position's primary responsibility is to support the mission of Neighborhood Housing Services of the Inland Empire (NHSIE) by providing real estate services that are consistent and complimentary to the home buying and listing services already offered by NHSIE. The Real Estate Agent is to provide tailored real estate services that demonstrate superior level of expertise in assisting buyers and sellers navigate the home buying process. The selected candidate will actively solicit clients through internal and external marketing campaigns that promote the opportunity of homeownership; participate in Pre-Purchase Group Counseling, Home Buyer Education, pre-qualification (as needed), orientations, fairs, and other similar realty events. The Real Estate Agent will utilize Multiple Listing Service (MLS) and other industry resources as necessary to obtain real estate related information and will conduct all business within a manner that is consistent with the mission of NHSIE, NeighborWorks America and in compliance with the National Association of Realtors' Code of Ethics and standard practices.

About NHSIE:

NHSIE helps families and homebuyers throughout San Bernardino and Riverside Counties obtain and maintain housing they can afford in communities that they choose through the delivery of services within our main programs: Homebuyer Education, Financial Literacy, Redevelopment, Lending, Realty, Community Building & Engagement, and Foreclosure Intervention.

Minimum Qualifications:

A CalBRE Real Estate license in good standing is required. A track record of successfully providing families with the opportunity of homeownership is a must.

Associate of Arts Degree or a minimum of three years equivalent experience in a professional real estate environment is preferred. Experience representing buyers and sellers, closing short sales, and REO properties. Experience working with lenders, escrow, and title service providers. Practical knowledge of down payment assistance on a federal, state and local level (NSP, HOME, and CDBG) as well as working with city and county housing strategies is highly desirable.

Neighborhood Housing Services of the Inland Empire – Real Estate Agent



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The candidate must have excellent customer service skills, strong organizational skills and the ability to multi-task. Excellent verbal, written communication and presentation skills are required. The candidate must also have knowledge of Microsoft Office products, specifically Excel and Word, and exposure to customer relationship/client management systems. The candidate must be astute in accurately determining home prices and identifying features that add sustainability and value. The selected candidate must be self-motivated, demonstrate initiative, adhere to high ethical standards, and have a strong entrepreneurial mindset.

Essential Job Functions:

- Facilitates new property listing to increase NHSIE's inventory.
- Assists buyers in the home purchasing process.
- Conducts Home Buyer Education in local communities.
- Conducts local marketing via cold calling, post card mailings, door knocking, and other means as necessary.
- Coordinates with all service providers in the purchase/selling process including title, escrow, scheduling inspections, repairs, appraisals, and other needed services to ensure escrow closes on time.
- Represents NHSIE's broader mission and programs through network and community outreach opportunities.
- Works with NHSIE's Lending Department to cross qualify potential buyers of NHSIE homes.
- Assists consumers with education and counseling in the home buying process along with providing the opportunity to attain down payment assistance.
- Develops relationships with asset management companies and local builders to link affordable units and buyers.
- Keeps up to date information on all affordable homes/areas within Riverside and San Bernardino Counties.
- Works with NHSIE's Homeownership Department to ensure referral of potential home buying clients.
- Attends community outreach events such as 'Homeownership Awareness Fairs' in partnership with trade organizations who have a housing focus (such as, but not limited, to AREAA, NAHREP, and NAREB), city/county housing agencies, Chambers of Commerce, and other nonprofit



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organizations.

- Markets NHSIE Realty properties including installing signage on the property, listing the home on the MLS, ensuring easy access using a Supra or Combo Lock box, and holding open houses to create demand.
- Works with NHSIE departments to provide short sale support in cases where modifications are denied or not beneficial to the client. Such cases will involve listing and marketing of properties for sale.
- Ensures consistent communication with clients, agents, lenders, and all others involved in the transaction.
- Keeps license current, informs NHSIE of any changes in status of license, and monitors any changes in laws or requirements that could affect agent license status.
- Works with prospective home buyers and sellers and coordinate showing activities which includes previewing and showing of homes throughout San Bernardino and Riverside Counties.
- Provides initial and final walk through on all NHSIE rental properties, drafts lease agreements, and provides an analysis of potential NHSIE investment properties to be purchased and resold.

Additional Desirable Qualifications:

- Strong knowledge of and experience in using down payment assistance programs
- Ability to quickly build a rapport with clients and partners of diverse backgrounds
- Bilingual/Spanish
- Should have some general knowledge and perceptions of San Bernardino Inland Empire areas and surrounding cities.

This is a commission based position. Additional compensation will be indexed to the attainment of NHSIE Realty production goals.

A cover letter and resume may be submitted in confidence to jobs@nhsie.org