



MiCASITA Program Coordinator

The Community Development Corporation of Brownsville (CDCB) is a non-profit organization that has empowered traditionally underserved families achieve their goal of homeownership for more than 40 years. CDCB has led the nation in the provision of financial products and services that specifically assist low and moderate-income families living in colonias along the Texas – Mexico Border to purchase a home. Currently CDCB is seeking candidates to serve as a MiCASITA Program Coordinator to expand the legacy of our work in colonias.

Essential Responsibilities

- Develop and execute a strategic plan to expand the MiCASITA program line by increasing potential homeownership clients and financial education workshop participants within colonias in the Rio Grande Valley of Texas.
- Ensure that a sufficient number of potential clients are recruited and transferred to housing counselors and financial coaches.
- Develop regional, state and national partnerships to leverage opportunities to enhance and expand the MiCASITA program.
- Inform the refinement of current housing counseling practices as well as financial literacy workshop content to tailor to the specific needs of colonia residents.
- Create concrete network of employers within targeted colonias.
- Oversee the work of the Colonia Outreach Specialist to ensure that sufficient outreach and client follow-up occurs to generate homebuyer ready clients.

Qualifications

Knowledge and Skills

- Ability to work proficiently as a member of a team and cultivate and maintain external partner relationships.
- Proficient in analysis and interpretation of qualitative and quantitative data generated from colonia clients.
- Capacity to present the MiCASITA Program model and outcomes for local, state and federal level audiences as well as current and potential funders.
- Maintain organized system to monitor follow-up of clients in housing counseling, financial coaching, group formation and management.
- Working with CDCB's Construction staff to monitor and help to move families through the construction process as a team.

- Experience working with low and moderate-income families in rural and urban settings.

Education, Experience and Certifications

- Experience presenting workshops for adults, adolescents and children.
- Ability to contribute to research and writing for specific grant opportunities.
- Experience navigating client data management systems used to capture and report client level proprietary data.

Abilities

- Valid driver's license and ability to drive long distances.
- Manage flexible work schedule to include evening and weekends when necessary.
- Fluent in English and Spanish.

Additional Information and To Apply

The Community Development Corporation of Brownsville is an equal opportunity employer. The position is offered with a full benefits package including health coverage, retirement, holiday & personal leave, flexible work environment and a competitive salary, commission and bonus structure.

To apply: Send Cover Letter and Resume to:

Kristine Saldana:

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