



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

Assistant Closing Coordinator Volunteer:

Habitat for Humanity of Wake County has an urgent opportunity for an Assistant Closing Coordinator to support our Homeownership & Neighborhood Programs department. This is a volunteer position that requires a commitment of approximately 30+ hours a week. We're seeking a responsible individual who is detail-oriented.

Ideal candidate would have background in title, banking, mortgage, real estate or legal field but not it's not required; candidate should have accurate typing and computer skills and must enjoy working in a learning environment. Please submit cover letter and resume to our Volunteer Manager Christin Murphy (christin.murphy@habitatwake.org)

Our ideal volunteer candidate:

- Will perform pre-closing coordinator duties as needed with little supervision
- Is comfortable using Microsoft Excel spreadsheets
- Has some experience with Calyx, or feels they can learn quickly
- Is comfortable managing paperwork
- Can move seamlessly between digital records and paper records

Your tasks might include:

- Archiving and scanning documents
- Maintaining payment logs
- Collecting and curating important documents for each closing
- Maintaining and supporting the activities of the closing department
- Proactively reviewing the closing calendar
- Completing any assigned closing or settlement functions
- Reviewing and preparing all closing documents
- Promoting teamwork and providing excellent customer service as needed

Dress Code:

- Business Casual

Reports To:

- Loan Originator