



**ASSISTANT HOUSING COUNSELOR**  
**Part-time (25-30 Hours/week)**

The Mid-Ohio Regional Planning Commission (MORPC) is seeking a reliable, motivated individual for a part-time position (25-30 hours per week) as an Assistant Housing Counselor in the Housing & Community Services Department. This position will be responsible for assisting counselors with day-to-day administrative duties.

This professional position is responsible for explaining program guidelines to the public, taking information/intakes by phone and by email, and setting up case files, documenting preliminary client information, mailing client packages and maintaining multiple databases. Will also provide some support to group homeownership classes.

A combination of three years of college-level education and/or experience in a field related to the specific program area such as community development, affordable housing development, mortgage lending and processing, or homeownership education is required. Knowledge of housing counseling, mortgage lending and foreclosure a plus. Familiarity with a broad range of activities associated with affordable housing programs is required. Strong customer service background preferred. Computer literacy in Microsoft Office products required.

Target hiring salary: \$15.00 per hour for 25-30 hours per week. MORPC is an EOE/AAP employer. Submit resume to: MORPC, 111 Liberty St, Suite 100, Columbus, OH 43215, Attn: H-2-12. For immediate consideration fax resume to 614-233-4206.

[www.morpc.org](http://www.morpc.org)