



Boston Community Capital

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Mortgage Processor/Underwriter

Boston Community Capital is seeking an experienced residential mortgage processor to work in our Dudley Square, Roxbury office to process and underwrite residential mortgage loans for the SUN (Stabilizing Urban Neighborhoods) Initiative -- an innovative approach to foreclosure relief that reduces monthly mortgage expense and helps foreclosed borrowers in Massachusetts maintain home ownership in their own homes. Since launching SUN in 2010, SUN has helped over 125 Boston and Revere residents remain in their homes, reducing their average monthly mortgage expense from approximately \$3300 to \$1700. The ideal candidate will have at least 2 years experience processing/underwriting residential mortgage loans. Familiarity with secondary market underwriting guidelines (FNMA, FHLMC) is necessary. Familiarity with the Encompass mortgage software platform is also desirable as well as Portfolio Lending experience. Candidates must possess strong written and oral communication skills and must be able to work in a fast-paced, entrepreneurial environment. Our target markets are families and individuals who are behind on their mortgage payments, facing eviction and/or in foreclosure and who live in MA. Ability to speak Spanish is a plus. Compensation is commensurate with experience.

Boston Community Capital (BCC) is a nonprofit CDFI with a 27-year track record of building healthy communities through socially responsible lending and investment. BCC created SUN to stop the displacement of families and the neighborhood-destabilizing effects of vacancy and abandonment by acquiring and financing foreclosed properties before evictions occur. SUN utilizes the decline in real estate prices in low-income areas to purchase foreclosed homes at discounted values and resell those same homes (with mortgage financing) to their existing occupants – owners and tenants – at a price they can afford, thereby avoiding the high levels of vacancy that encourage neighborhood blight and destabilization. SUN serves families in Boston and Revere and will expand to other low- and moderate-income communities in Massachusetts later this year. For more information about SUN, please visit: www.sunhomehelp.org. For information about Boston Community Capital, see www.bostoncommunitycapital.org. Boston Community Capital is an equal opportunity employer. Boston Community Capital is committed to a policy of equal employment opportunity for all employees or applicants for employment without regard to race, color, religion, gender, age, national origin, ancestry, sexual orientation, physical or mental disability, genetic information, veteran status or other protected status in accordance with applicable federal, state and local laws.

To apply for this position, please send a cover letter and resume to SUNCareers@bostoncommunitycapital.org with “Mortgage Processor/Underwriter” in the email subject field.