



# Boston Community Capital

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## **Residential Real Estate Paralegal**

Boston Community Capital is seeking an experienced residential real estate paralegal to work in our Dudley Square, Roxbury office on 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 3 years of experience as a residential real estate paralegal. Knowledge of financing, lending documents and procedures and the ability to work on residential real estate transactions from initial contract to closing is necessary. Familiarity with the Encompass mortgage software platform is also highly desirable. Candidates must be a self-starter and possess excellent attention to details, strong written and oral communication skills and must be able to work in a fast-paced, entrepreneurial environment. With appropriate supervision, duties will include assisting attorneys in ordering/reviewing title reports, preparing and negotiating offers with banks, preparing purchase agreements, leases and closing documents, closing of sales, purchases, leasing and financing transactions. 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. To apply for this position, please send a cover letter and resume to [SUNCareers@bostoncommunitycapital.org](mailto:SUNCareers@bostoncommunitycapital.org) with "Paralegal" in the email subject field.

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](http://www.sunhomehelp.org). For information about Boston Community Capital, see [www.bostoncommunitycapital.org](http://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.