



Group Education Coordinator Job Description

Position Summary: The Group Education Coordinator plays a pivotal role in leading the coordination and delivery of group financial and homebuyer education workshops. This position ensures participants—including both community members and internal staff—receive accurate, empowering, and culturally relevant instruction rooted in HUD guidelines and HCA’s mission.

In addition to community education, this role serves as an internal subject matter expert, conducting specialized workshops for new and existing staff to ensure organizational alignment on the financial literacy and homebuyer education curriculum.

The Group Education Coordinator strongly promoting HCA’s one-on-one services to support each participant’s journey toward financial stability and homeownership.

Key Responsibilities

Group Education & Workshops

- **Coordinate, design, and facilitate** HUD-certified homebuyer and financial education workshops—in-person and virtual—in alignment with HUD standards.
- **Develop, update, and refine** curriculum and training materials tailored to pre-purchase, post-purchase, foreclosure prevention, and financial capability.
- **Recruit and manage guest presenters or volunteers** who bring specialized expertise to enrich workshop experiences.
- **Oversee workshop** registrations, promotions, confirmations, reminder communications, and ensure all required intake forms and disclosures are collected in accordance with HUD and HCA standards.
- **Prepare workshop materials** (slide decks, printed resources, sign-in sheets, certificates, evaluations) and ensure smooth execution for both in-person and virtual sessions.
- **Coordinate with the counseling teams** to ensure workshop participants are seamlessly referred to appropriate follow-up services.

Internal Staff Training & Development

- **Design and facilitate internal workshops** for new and existing staff to ensure a deep understanding of HCA's financial literacy and homebuyer education curriculum.
- **Serve as the primary lead for training** new hires on Kahua Waiwai curriculum and HCA's instructional methodologies.
- **Provide ongoing training sessions** for existing staff to communicate updates in curriculum, industry best practices, or changes in HUD workshop guidelines.
- **Coordinate with counseling teams** to ensure staff members are equipped to explain workshop content to clients during one-on-one sessions.

Data Management & Compliance

- **Manage all aspects of the client management system (CMS)** related to workshops, including timely entry of participant data, pre- and post-workshop documentation, attendance tracking, and follow-up communications, ensuring confidentiality, organization, and compliance.
- **Use surveys and metrics** to evaluate workshop effectiveness and continuously improve workshop outcomes, participant satisfaction, and service impact.
- **Prepare reports**—monthly, quarterly, and annual—for funders and internal stakeholders, aligning with HUD and grant requirements.

Outreach & Community Engagement

- **Represent the organization** at community events, housing fairs, and seminars to promote programs and build collaborative networks.
- **Cultivate partnerships** with lenders, realtors, community agencies, and volunteer facilitators to enrich program reach and impact.
- **Track participant engagement and actively promote** HCA counseling services to attendees, encouraging sign-ups for one-on-one services and further support.

Required

- Proficiency in Microsoft Office Programs (Word, Excel, Teams) and online platforms (Zoom)
- Strong oral and written communication skills
- Excellent communication and presentation skills with ability to engage diverse audiences effectively
- Must be at least 18 years old and possess a High School Diploma or GED.

Preferred

- **HUD Housing Counselor certification**, or willingness and ability to obtain certification within 6 weeks of hire.
- **Experience in counseling or education**, particularly in financial capability, homebuyer education, and housing counseling settings.
- **Proficiency with client management systems**
- **Flexibility to work some evenings/weekends**, as workshops and community events often happen beyond standard hours

Compensation and Benefits

- **Salary:** \$60,000/year
- **Paid Time Off:** Available after six months of employment
- **Benefits:** Healthcare, temporary disability, workers' compensation, group life insurance, 401(k) match after 12 months of employment