

we are chfa



## about colorado housing and finance authority

Do you dream about creating an impact in our state and making Colorado a better place to live and work?

CHFA invests in affordable homeownership, the development and preservation of affordable rental housing, helps small- and medium-sized businesses access capital, and supports local communities and mission-aligned nonprofits through technical assistance and philanthropic investment. Over the past 50 years, CHFA has invested more than \$35 billion into Colorado's economy. These resources have helped:

- 153,043 Colorado homebuyers achieve homeownership.
- 197,896 households attend homebuyer education classes held statewide.
- 82,597 affordable rental housing units be developed or preserved; and
- 8,945 businesses access capital to support 88,340 jobs.<sup>1</sup>

CHFA is a mission-based organization and is guided by its vision that everyone in Colorado will have the opportunity for housing stability and economic prosperity.

When joining CHFA, you can expect to work for an organization with:

- a leadership team that strives to make this the best place you've ever worked;
- a focus on supporting employees' mental, physical, and financial well-being;
- a commitment to diversity, equity, and inclusion;
- a highly engaged workforce devoted to innovation, continuous improvement, and collaboration; and
- a reputation for excellence, as evidenced by ranking 15th nationally in the Small and Medium-sized category in the [2023 Fortune Best Workplaces in Financial Services & Insurance™](#).

What you will contribute as a Real Estate Paralegal:

- a willingness to develop your skills and expertise while working for a mission-based organization;
- a desire to work with other talented, committed people;
- a strong commitment to making a positive difference in communities across the state;
- an enthusiasm for conducting real estate due diligence reviews (including title, survey, and zoning) for multifamily and commercial loans;
- a sense of pride in creating high-quality work with a sense of integrity;
- a capability to prioritize your work to adhere to deliverables and timelines amidst competing priorities;
- Assist with closing multifamily residential and commercial loans, including related insurance reviews;
- Conduct legal research and write memoranda; and

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<sup>1</sup> Data as of December 31, 2023

- an eagerness to work productively and accurately in a demanding environment with multiple projects and important deadlines.

## benefits information

### CHFA employees enjoy a suite of competitive benefits, including:

- hybrid work – CHFA understands the value of human relationships and operates as a face-to-face culture while also offering the benefit of remote work and a flexible schedule;
- ongoing wellness and learning opportunities;
- a culture of diversity, equity, inclusion and belonging;
- comprehensive medical, dental, and vision insurance plans with very low rates;
- generous paid time off, including paid volunteer time, holidays, and other leave programs;
- up to a 5 percent match, vested immediately, on 401(k) contributions;
- up to 12 weeks of Paid Family and Medical Leave at 90 percent pay;
- an extensive Employee Assistance Program that provides personalized care options for your whole household; and
- ample opportunity to learn, develop, and grow with opportunity for career and leadership development programs, job shadowing, a mentor program, and tuition reimbursement.

For a more in-depth view of CHFA’s comprehensive benefits package, please visit [www.chfainfo.com/compensation](http://www.chfainfo.com/compensation).

The Real Estate Paralegal is a hybrid position that will assist in-house attorneys with closing multifamily residential and commercial mortgage loans, providing legal and regulatory research support to all business units, and assisting with other closings and real estate projects as requested (including grant fundings, commercial loan closings with non-real estate collateral, commercial loan workouts, and collateral dispositions). This position will report to the Managing Staff Attorney.

Please visit [www.chfainfo.com/careers](http://www.chfainfo.com/careers) to learn more about the position and to submit an application.

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*With respect to its programs, services, activities, and employment practices, Colorado Housing and Finance Authority prohibits unlawful discrimination against applicants or employees on the basis of age 40 years and over, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status or any other status protected by applicable federal, state or local law. Requests for reasonable accommodation, the provision of auxiliary aids, or any complaints alleging violation of this nondiscrimination policy should be directed to the Nondiscrimination Coordinator, 1.800.877.2432, TDD/TTY 800.659.2656, CHFA, 1981 Blake Street, Denver, Colorado 80202-1272, available weekdays 8:00am to 5:00pm.*

