

## Arizona Foreclosure Prevention Task Force

### Scope of Work Task Force Consultant

January 2010

The **Arizona Foreclosure Prevention Task Force** ("Task Force") is a non-profit, volunteer driven organization committed to reducing the number of foreclosures in the state of Arizona and the negative impacts of foreclosure on families and communities. To accomplish these goals, the Task Force provides free outreach and educational workshops to homeowners and has also developed a number of resources for homeowners, including an informational workbook and website. The Task Force consists of over 200 volunteers from the public and private sector as well as local, state, and federal government agencies.

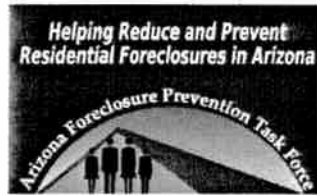
The foreclosure crisis has been a serious problem across the country, and Arizona is consistently among the top four states most impacted. Despite efforts such as the Making Home Affordable program which has resulted in 1,711 permanent mortgage modifications and 362,348 trial modifications, foreclosures continue to significantly outpace available resources. The Task Force is constantly striving to develop innovative new strategies to reach struggling homeowners, as well as ways of specifically targeting those populations within the state that are most affected. As part of a NeighborWorks® grant, the Task Force has the opportunity to hire a consultant that can work to continually assess and improve upon the effectiveness of the Task Force's efforts within the community.

The Task Force is looking to hire a professional consultant with considerable knowledge and experience in housing, the ability to work effectively with data, and the capability of developing and conducting large-scale trainings for housing professionals.

Tasks in following areas will be considered part of the contracted professional services:

#### Coordinate Task Force Activities

- Convene/facilitate meetings & events
- Act as liaison between committees, members etc.
- Manage/keep updated Task Force website
- Develop / assist with marketing materials
- Coordinate and participate in fundraising
- Coordinate with Executive Committee Secretary to make and maintain records of Task Force activities



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### Data Collection and Management:

- Develop data collection tools and process
- Create records management system

### Research and Data Analysis:

- Research and segment population and needs
- Target areas of the state for outreach using zip code data

### Conduct Outreach:

- Develop partnerships & collaborations with businesses and organizations
- Act as liaison for media relations
- Recruit interested volunteers
- Develop and conduct Task Force Speaker's Bureau training
- Develop & distribute educational and event materials

For additional information or to submit a resume, please contact Patricia Garcia Duarte, President/CEO, Neighborhood Housing Services of Phoenix, [pgarciaduarte@nhsphoenix.org](mailto:pgarciaduarte@nhsphoenix.org) or by calling (602) 424-5340.