

Financial Education Outreach Organizer

DESCRIPTION:

Are you ready to join an organization where you can make an extraordinary impact every day? NCALL in Dover, Delaware is an established nonprofit leader working across Delmarva in the fields of affordable housing, community development and lending. With an outstanding history of achievements that spans more than four decades, a diverse staff of 38, and a budget of \$4.4 million, NCALL is a charter member and star producer in NeighborWorks America's 250-member Network of Excellence. Over the years, we have had a regional impact of assisting over 32,000 households and leveraging over \$10 billion in housing and community financing. Our vision is "Affordable Homes and Thriving Communities for All."

NCALL has an immediate AmeriCorps VISTA volunteer position opening to support and enhance the Financial Literacy Program of the Consumer Services Department. This position is responsible for evaluating the current program and identifying opportunities for revisions and expansion. The successful candidate will also assess volunteer and donation needs of this program; they will not, however, participate in the actual delivery of financial literacy services. This position will additionally help to evaluate marketing and social media efforts and identify where and how efforts can be strengthened.

This is a VISTA Volunteer Opportunity through the AmeriCorps program. Please visit the Corporation for National and Community Service's website at www.cns.gov for more information, or register at www.my.americorps.gov to view the job posting.

APPLICATION DEADLINE: Monday, July 1, 2019

SUPERVISOR: Consumer Services Program Assistant

LOCATION: Dover, Delaware

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Candidate must be enrolled in the AmeriCorps VISTA program at the time of service.
2. Evaluate the current Financial Literacy program to identify opportunities for revisions and expansion of the program.
3. Create survey tools to engage customers in conversation on how to enhance program.

4. Research existing financial literacy curriculums geared towards the demographics of our target markets and make recommendation for purchase and use.
5. Enhance current financial literacy program with relevant additions to the current curriculum.
6. Create and maintain electronic workshop enrollment and attendance system.
7. Identify current enrollees of the three-week course of *Credit Smart* workshops, and develop an incentive program to encourage graduation
8. Develop and implement a plan to promote awareness of NCALL's Financial Literacy services by enhancing its marketing and social media strategies.
9. Establish, grow and maintain a volunteer and donor database.
10. Create procedures and training manuals for all strategies developed to ensure smooth transition of responsibilities at end of VISTA term.
11. Other duties as assigned.
12. Position requires occasional evening travel, meetings, and workshops
13. Position requires use of personal vehicle for NCALL travel and volunteer must maintain a valid driver's license and paid automobile insurance.
14. Report activities/accomplishments to supervisor and funding sources in a timely, complete, and accurate manner.
15. Must be able to work independently, but also participate with team members to accomplish established work plan and objectives.

QUALIFICATIONS:

1. Associate's degree in appropriate field preferred.
2. Experience in evaluating and designing workshops preferred.
3. Excellent verbal and written communication skills.
4. Good mathematics, budget, and economic skills.

5. Empathy and understanding for people facing economic difficulties.
6. Courteous and business-like manner in dealing with public and co-workers.
7. Proficiency in Microsoft Office and Internet applications

BENEFITS:

- Living Allowance
- Health benefits
- Medical
- Personal leave.
- Other benefits as applicable under the AmeriCorps VISTA Program.

NCALL is an Equal Opportunity Employer. Diversity and inclusion apply to both our workforce and the communities we serve.