## Redwood Community Action Agency

**Community Services Division**

## JOB ANNOUNCEMENT

**JOB TITLE:** ASSET BUILDING PROGRAM COORDINATOR

**STATUS:** 80% time / Available September 1, 2018

**PAY RATE:** $16 - $17.00/hr. D.O.E. plus health insurance; paid vacation, sick time and holidays.

**DEADLINE:** Position is open until filled; interviews will take place as applications are received.

**APPLICATION PROCESS:**

Required employment applications and instructions for submitting your application materials are available at [**www.rcaa.org**](http://www.rcaa.org)or at RCAA, 904 G Street, Eureka.

**PLEASE NOTE:** Incomplete applications or resumes without applications will not be accepted. Cover letters and resumes with your application are welcome and encouraged.

## POSITION PURPOSE

## Under the direction of the Community Services Director, or their designee, the Asset-Building Program Coordinator will provide leadership, coordination and technical support to further develop and sustain the Economic Empowerment program, establish a coalition to further project goals, and broaden the scope of financial literacy services provided to low income families and individuals by providing direct service using the “Your Money Your Goals” curricula.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Build and maintain working relationships with community organizations, individuals, and funding entities supporting asset-building activities.
* Coordinate free tax assistance sites in two counties, supervise volunteers, and prepare and review tax forms.
* Assure that the project maintains high quality standards and meets all grant and funding guidelines.
* Assist Planning Department to research and secure continued funding for program sustainability.
* Work with project staff and community partners to recruit and sustain volunteers.
* Develop and promote asset-building endeavors in the community.
* Develop and publicize reports of program services and accomplishments.
* Schedule, plan, and facilitate meetings with groups or individuals on a regular basis.
* Develop relationships with additional community partners to assist in accomplishing project objectives and to schedule appropriate activities with professionals and volunteers.
* Coordinate a schedule of community events with staff, partner organizations, and with volunteer involvement in those events for outreach, training, and tax preparation.
* Keep detailed records of all project events and activities, and complete written reports of project success, progress and challenges as needed.
* Develop and distribute all public outreach materials for publication or partner distribution.
* Develop and maintain up-to-date lists or a modest database of all project partners and applicable clients for communication purposes.
* Maintain accurate records of activities and accomplishments of coalition partners and participants for program evaluation purposes.
* Compile basic program and demographic data for progress reports and complete reports as needed.
* Develop content to be uploaded to a RCAA web page for outreach, education, and training.

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* Complete fiscal processes to reimburse expenses using RCAA and other funding-source policies and guidelines in working with outside vendors and contractors.
* Manage and track expenses within the project budget according to RCAA and other funding-source policies.
* Maintain program files following RCAA and other funding-source policies.
* Work to maintain partnership and foster good relations within the community.
* Work with State field representatives and other funding-source staff as needed.
* Other duties as assigned or necessary.

## JOB REQUIREMENTS

Knowledge of and Experience With:

* Microsoft Office programs such as Outlook, Word, and Excel.
* Effective use of Internet and web-based reporting or case management systems

Ability To:

* Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling.
* Work independently and as part of a team.
* Work effectively under pressure.
* Prioritize and organize tasks effectively.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives and the local service population.
* Develop comprehensive assessments and to work within clearly defined objectives.
* Work weekend and evening hours as needed, particularly as holidays approach and during the period leading to the tax season: October – April.
* Communicate with and relate with individuals of various cultures, ethnicity, philosophical views, backgrounds and income levels.
* Manage multiple tasks in an efficient manner.
* Operate agency and/or personal vehicle, computer, phone, fax and copier.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**MINIMUM QUALIFICATIONS**

* At least 1 year experience working or volunteering in an educational or human service field.
* High school diploma or equivalent.
* Proven ability to work effectively with other organizations and the general public.

**DESIRED QUALIFICATIONS**

* Course work and/or experience in accounting, tax preparation, tax law, business, accounting, social sciences, or a related field.
* Familiarity with or training using the “Your Money, Your Goals” curricula,www.consumerfinance.gov/practitioner-resources/your-money-your-goals/
* Familiarity with using Income Tax Assistance programs, particularly IRS “Link and Learn”
* Two or more years of experience working or volunteering with low-income individuals and/or families.
* Experience planning events and trainings.
* Experience delivering trainings
* Experience with home visiting
* Experience working in partnership with a diverse group of organizations.
* VITA or other significant tax preparation experience.

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* Experience maintaining and managing a budget and/or purchasing supplies or materials.
* Experience in website design and/or maintenance; database creation and management; or desktop publishing.
* Successful grant-writing experience
* Bi-lingual.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as will be required
* Possession of valid California’s Driver’s License, current auto insurance and acceptable DMV record
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results
* Home telephone or other effective means of communication

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***