

Asset Building Project Coordinator

Position Description

Purpose: To enhance culturally competent financial education and counseling services offered by the Community Housing Resource Center to underserved minority community members in SW Washington.

Supervisor: Executive Director

Major Responsibilities:

- Perform community outreach to spread the word to underserved low- and moderate-income communities about the availability of financial education and counseling services at the Center.
- Recruit and support professional financial services volunteers who will help teach financial education in both English and additional languages.
- Assist financial counselors and volunteer instructors with appropriate translation services.
- Represent the Center on the Clark County Asset Building Coalition.
- Provide countywide Earned Income Tax Credit outreach to low-income working families with children in Clark County.
- Maintain data in Home Counselor Online (HCO), the agency's client database tracking system, client files and the confidentiality of client information.
- Prepare monthly and quarterly client data for the Executive Director and Grants Manager.
- Perform additional tasks as assigned.

Skills and Experience Required:

- College degree preferred.
- Between the ages of 18 and 25.
- Basic financial management skills.
- High degree of organizational skills.
- Excellent written and oral skills in English and one of the following: Spanish, an Eastern European language, Russian or Vietnamese.
- Working knowledge of audio/visual equipment, computers and Microsoft Office.
- Experience with community outreach, volunteer recruitment, marketing, and public relations.
- Professional experience working with diverse populations.
- Enthusiastic approach to the mission of the agency.

Working Conditions:

Normal office environment. Occasional standing and computer work for extended periods. Some lifting required (20-40 lbs.) Ability to serve evenings and weekends as needed. Valid driver's license and travel with own insured vehicle is periodically required.

This is a ten month, full-time service position through the Washington State Service Corps. Volunteer will receive a stipend and an education award upon successful completion of service. The applicant cannot have had more than one prior term of volunteer service with an education award. Health benefits and training opportunities provided. Childcare available if eligible.

Send resume and cover letter summarizing qualifications and experience by email to teri@homecen.org. No phone calls.

Our mission is to provide quality education and counseling services to increase opportunities and access to community resources for people who strive to create financial security, housing stability or homeownership for themselves and their families, thereby creating a vital and stronger community.