

Job Title: Financial Literacy & VITA Coordinator

Organization: Casa de Amigos

Location: Midland, TX

Closing Date: Open until filled

Job Description:

JOB SUMMARY: The purpose of this job is to coordinate the Volunteer Income Tax Assistance (VITA) program and provide clients with knowledge and skills to improve their financial stability. These trainings and self-help learning opportunities will, in turn, accomplish the agency's mission of "Helping People Help Themselves." Responsibilities will include, but may not be limited to, those described in the specific duties listed below.

DUTIES AND RESPONSIBILITIES:

- Serves as the site-coordinator and staff representative for Volunteer Income Tax Assistance (VITA).
- Provides orientation, coordinates training, and provides supervision for VITA, Money Smart and financial literacy volunteers.
- Coordinates volunteer/client appointment times to achieve maximum efficiency of all involved parties.
- Determines specific interests and needs of the clients in relation to financial literacy and develops projects and programs accordingly.
- Provides/oversees basic computer education.
- Provides/oversees resume writing education and other employment related programs, i.e. job board, work etiquette, dressing for success, etc.
- Coordinates classes with collaborative partners to expand the client's skills in money management, budgeting, etc. for all program areas of Casa de Amigos.
- Identifies and recruits clients in need of Financial Literacy Services.
- Maintains relationship with IRS Stakeholder Relations Personnel.
- Coordinates with Take 2 program to assist with client follow up.
- Supervises all volunteers and program presenters related to financial literacy programming.
- Maintains accurate and current program records and statistics; submits monthly program reports.
- Maintains awareness of other programs and resources both within Casa de Amigos and in the community; coordinates and refers when appropriate.
- Assist with other programs as needed.
- Coordinates with Community Outreach & Volunteer Manager for public relations, outreach and volunteer recruitment.
- Attends seminars, trainings and certification programs as needed and necessary to position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Professional and courteous manner; possess personal maturity and sound judgment.
- Good communication skills, both verbally and written.
- Relates and works well with people of all ages, ethnicity, economic and educational levels.
- Problem solver.
- Maintains client confidentiality.
- Excellent computer skills.
- Dependability.
- Bilingual a plus.

HOURS: 40 hours per week. May include some evening/weekend time.

EDUCATION:

- High school diploma or equivalent, some college preferred (associate's degree).
- Accounting or bookkeeping experience preferred.

How To Apply

E-mail cover letter and resume to Tonya Eckert, Executive Director, at teckert@casadeamigosmidland.org.