



UNITED WAY OF TUCSON AND SOUTHERN ARIZONA AmeriCorps VISTA Service Description

Financial Capability and Coaching Coordinator Fulltime in accordance with AmeriCorps guidance March, 2019

SERVICE DESCRIPTION:

United Way of Tucson and Southern Arizona works to build a thriving community where every child receives a high-quality education from cradle to career, every adult has the opportunity to thrive financially and in the workplace, and every older person can retire and age with dignity and independence. It's a community effort, which engages partner nonprofits, businesses, local government, education and training systems, and financial institutions in large and small collaborations to achieve systemic change. We currently have 66 employees, including former and current VISTA, AmeriCorps State members, and Peace Corps members.

The VISTA member selected for the position of Financial Capability and Coaching Coordinator will help build the capacity of United Way and community partners to provide effective financial education and coaching. The Financial Capability and Coaching Coordinator will help build a network of coaches and will co-lead the Financial Coach Trainer Corps. In addition, the Coordinator will help develop a tax education curriculum to be used throughout Pima County. Through this role, the VISTA member will gain significant experience and knowledge about behavioral science and behavior change, volunteer engagement and management, organizational development, evaluation, and about the experience of people who work hard and struggle to sustain financial stability and improve their economic mobility.

As a member of the Financial Stability Team, the Financial Capability and Coaching Coordinator will also contribute to the other efforts of the team to improve the financial stability and security of all residents of Pima County. We not only build and support collaborations, but we also manage the Volunteer Income Tax Assistance Program which serves residents in 10 of Arizona's 15 counties and manage the Volunteer Center at United Way of Tucson and Southern Arizona. Our work truly is a team effort.

RESPONSIBILITIES:

- Identify nonprofits, financial institutions, and other entities that may be collaborative partners in the Project;
- Help recruit, train, and support volunteer financial coaches;
- Research and assist with evaluation of the project, identify best practices, and make recommendations for improved program effectiveness.
- Help assess nonprofit organizational capacity and childcare center business practices;
- Help develop a tax education curriculum;
- Help, plan, execute and support volunteer recruitment generally and for two episodic volunteer events that create a greater awareness in the community about the experience of low-wage workers in Pima County.
- Build a tax education curriculum to be offered to nonprofit partners through volunteer trainers;
- Assist with other activities related to financial stability and economic mobility.

QUALIFICATIONS, SKILLS AND ABILITIES

- Bachelor's Degree, or higher.
- Training experience, and experience engaging and managing a volunteer workforce;
- Strong verbal and written communication skills in English; proficiency in Spanish is helpful;
- Familiar with issues that low-income residents face;
- Strong computer software skills in word processing, spreadsheets, and databases;
- Enjoys working on teams;
- Ability to work Saturdays and evenings occasionally;
- Must possess a valid driver's license, current auto insurance, daily access to reliable vehicle;
- Must be able to lift and carry 30 pounds.

Go to MyAmeriCorps to apply:

<https://my.americorps.gov/mp/listing/viewListing.do?id=86994&fromSearch=true>

Note that this position is a service position under the auspices of AmeriCorps. Applicants who are not aware of the benefits and requirements of AmeriCorps VISTA should go to <https://www.nationalservice.gov/programs/american-corps/american-corps-programs/american-corps-vista/join-american-corps-vista> to learn more.

Applications for this position will ONLY be accepted via MyAmeriCorps website. Do not apply through organization.