



## EMPLOYMENT OPPORTUNITY

KYCC is here to educate and advocate for monolingual Korean-speaking and Spanish-speaking residents of Koreatown and the neighboring area to help them understand, access and manage their basic financial needs. Deciphering forms, letters and processes, especially for a recent immigrant or those with limited English, can be a daunting process.

We are looking for candidates who are passionate about teaching and helping others to understand their rights and choices, and assisting them to take small steps towards financial self-sufficiency.

We have been serving our diverse community for more than 40 years, and if you're passionate about creating change within our community, we'd like to meet you.

### Economic Development Specialist (Full-time, Non-exempt)

**Unit:** Community Economic Development Services (CEDS)

**Reports to:** CEDS Coordinator

**Posting date:** 2/16/18

**Positions Available:** 1

**Salary:** \$16.00 – 18.00 hourly DOE, plus BENEFITS

**Summary:** Under the direction of the Community Economic Development Services Coordinator, the Economic Development Specialist is a direct service position responsible for implementation of programs and services, including case management and development of the language/culture specific consumer advocacy program, as identified and developed by the Economic Development Services Coordinator. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position. Some evening and weekend hours may be required.

#### **Duties / Responsibilities:**

- **Coordinate and implement Volunteer Income Tax Assistance (VITA) Program by:**
  - Coordinating and managing assigned VITA clinic(s).
  - Recruiting and managing site specific volunteers.
  - Attending all VITA clinics and providing site supervision.
  - Marketing and recruiting participants to meet site return goals.
  - Managing and filing contract reporting requirements.
- **Implement Financial Coaching Program by:**
  - Outreaching and recruiting a predetermined number of cases.
  - Providing financial coaching services, including direct service referrals, as determined by contact and program parameters.
  - Maintaining client case files and updating program database.
  - Documenting and reporting project details to meet all contractual and program goals.
- **Implement Asset/Credit Building Program by:**
  - Coordinating KYCC's Asset Building and Credit Building Programs.
  - Enrolling clients into saving programs and providing case management.
  - Maintaining periodic contact with clients and linking program with Financial Case Management Program.
  - Updating client files, including intake application, tracking interest subsidies, and other documentation related to program.
- **Attend relevant meetings, conferences and trainings.**
- **Perform other related duties as assigned by the Community Economic Development Services Coordinator.**



**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- A BA degree from an accredited school majoring in community economic development –OR- an AA degree from an accredited school with two years of experience in financial services, or community economic development –OR- four years of work experience in financial services or community economic development.
- **Bilingual capacity in Spanish/English.**
- Strong commitment to working with a multicultural community.
- Strong interpersonal, organizational, written and communication skills.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Ability to organize and prepare documentation in a timely manner.
- Demonstrable working knowledge of the use and operation of personal computers.
- A valid Class C California Driver License, access to personal automobile and proof of auto insurance.
- Proof of passing a TB test.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to inspect documents; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- Experience in coordinating, managing or volunteering at a Volunteer Income Tax Assistance program.
- Experience in asset building programs, particularly with matched savings programs such as IDA.
- Knowledge and skill in understanding and filing income tax returns; past certifications in tax filing is highly desired.
- Demonstrable ability or experience in community organizing.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)