

UNITED WAY OF THE RIVER CITIES

Job Posting

TITLE: Project Assistant, Financial Stability Partnership (FSP)

Works under the direct supervision of the FSP Coordinator.

The Assistant Project Coordinator is responsible for assisting the Project Coordinator in working with the FSP Coalition to further develop and implement the outreach plan to increase the number of individuals in Cabell, Wayne, Mason and Lincoln counties in West Virginia and Lawrence County become aware of the Earned Income Tax Credit program and further financial literacy and education efforts in our community. The Project Assistant will also help facilitate the existing IRS Volunteer Income Tax Assistance (VITA) sites, and work with the Coalition to further develop all components of the FSP framework. The Project Assistant will ensure that these efforts are in keeping with the mission and vision of the lead agency, United Way of the River Cities (UWRC).

The qualified candidate will be responsible for:

- A. Contact agencies and organizations in the five-county area to become partners of the Coalition.
- B. Assist with development and implementation of a comprehensive outreach plan.
- C. Work United Way team members to utilize media outlets to reach eligible taxpayers.
- D. Engage clients as partners in coalition.
- E. Assist in facilitating the establishment of new VITA sites.
- F. Assist with the recruitment and training of site coordinators and tax preparation volunteers.
- G. Work with site coordinators to ensure smooth operation of the VITA sites.
- H. Assist in monitoring data and submitting reports.
- I. Assist in developing a plan to fulfill all elements of the FSP framework.
- J. Exploration of additional funding sources.

Requirements:

- Good oral and written communication skills
- Pleasant and efficient phone demeanor
- Basic - Intermediate knowledge of Microsoft Office suite
- Reliable transportation
- Highly organized, flexible, energetic and focused team-player to perform a variety of administrative functions for high-paced financial stability program

Work Hours: 20 hours per week maximum. The specific work schedule will be determined in conjunction with immediate supervisor, FSP Coordinator, with the flexibility to amend schedule to accommodate school schedule.

Pay: hourly rate based on experience

Applicants must submit a cover letter and resume in order to be considered.