



**JOB TITLE:** VISTA Distance Learning Specialist

**REPORTS TO:** FSA Contract Compliance/Administrator

**MISSION:** WORC's mission is to promote social and economic self-sufficiency for economically disadvantaged people. WORC provides training, individual business assistance, job placement, and access to business and financial resources.

**DESCRIPTION:** The DL Specialist is in charge of the marketing, administration, and curriculum upgrade of Building Blocks to Financial Success (BBFS), WORC's interactive online financial management training program. Marketing will be both local and national to nonprofits and other companies interested in providing low-cost, online basic financial management training to their constituents. Administration includes registering new users and partner agencies as well as data management. The curriculum upgrade includes improvement and updating of the curriculum as well as transferring the website to a new, more powerful platform in concert with Cinemagic, our technology partner and website host. BBFS has been in operation for four years and has almost 700 registered users and a handful of national partners.

**QUALIFICATIONS:**

Applicants should have a Bachelor's degree in business or related field and strong computer and internet skills. Interest and experience in financial education and asset development is important and marketing experience is helpful. An entrepreneurial spirit is a big plus.

**MAJOR RESPONSIBILITIES:**

Marketing/Partnerships

- Market the program nationally to IDA, micro-enterprise training, and other social service agencies through phone calls, online demonstrations, conferences, mailings, internet/listserv postings, etc.
- Market the program internally to WORC clients and locally to social services agencies in the Delaware Valley through personal phone calls, online demonstrations, conferences, mailings, etc.
- Invoice local and national partners quarterly
- Train new agencies on the use of the program for themselves and their clients and providing ongoing technical assistance

Curriculum Upgrade

- Work with our technology partner, to upgrade the website to a new platform
- Work with experts in the field locally and nationally to upgrade/enhance the existing curriculum
- Work with consultants to add a micro-enterprise and homeownership chapter to the program
- Develop and implement pre and post tests to measure the impact of the program

Administrative Duties

- Register new participants and agencies for the DL program

- Create Policies and Procedures for the Distance Learning program
- Maintain and update the DL program database and related spreadsheets for internal and external reporting and program evaluations
- Assist with WORC's VITA site campaign and outreach

Program Development

- Research and secure sponsorships and grants and other support for the program
- Secure and supervise an intern or community volunteer to provide online counseling for the DL program participants

To apply, send a resume and cover letter to Kelly Herbert at [fsaassistant@worc-pa.com](mailto:fsaassistant@worc-pa.com)