



Job Title: Financial Education Specialist

Background:

The mission of the Women's Opportunities Resource Center (WORC) is to promote social and economic self-sufficiency primarily for economically disadvantaged women and their families. WORC, based in Center City, Philadelphia, offers a unique combination of entrepreneurial training, individual business assistance, incentive savings programs, micro and small business loans and access to business and financial resources in the five-country Philadelphia area. WORC empowers its constituents through various self-help strategies and access to its local and national affiliations. Additionally, WORC encourages community awareness and responsiveness concerning issues impacting economic equity and independence. WORC and its subsidiary organization, the Economic Opportunities Fund (EOF) are certified CDFIs. WORC is also an approved SBA Micro and Community Advantage (7A) lender.

Position Summary:

This position provides financial counseling and education to clients with the goals of improving financial stability and literacy. This is done through individual sessions and group workshops.

Essential Duties and Responsibilities:

- Participate in WORC orientation and in-depth training on credit counseling and financial literacy
- Engage in community outreach and recruit clients to financial counseling and credit building programs
- Conduct financial education workshops and provide individualized financial and credit counselling
- Assist in marketing the program (e.g. designing and disseminating program flyer)
- Provide Clients with information on financial products and services
- Follow up with individuals counselled recording information and tracking

progress regarding credit building, loan applications etc

- Assist with Program evaluation
- Administrative functions are needed(no more than 10% of time)

Knowledge, Skills and Abilities:

Strong problem solving skills and strategic thinking.
Strong management/team building and motivational skills.
Excellent organization and planning skills.
Strong written communications and interpersonal skills.
Ability to multitask and meet tight deadlines.
Excellent working knowledge of computers including hardware and software.
Advanced knowledge of Microsoft Suite specifically Word, Excel and Access
Strong financial management skills

Education and Experience:

Associate degree or some college

Salary

Earning a \$20,000 stipend payable in 24 equal installments over a 12-month period directly by LISC.
Eligible to enroll in a 100% premium paid Bronze level health care benefit and/or a child care benefit if they are the primary care giver of a child aged 13 and under. This is an AmeriCorps position. Salary is \$20,000 with Benefits.
There is a \$6345 education award to return to school or pay off existing student loans. Earning a CDFI 101 and Credit as an Asset Certificate during the program.

Interested parties please email your resume with cover letter and salary requirement to both:
fsamgr@worc-pa.com and careers@worc-pa.com