

Kentucky Equal Justice Center

2010-2011 AmeriCorps Position

Financial Literacy Prevention and Referral in the Bluegrass Area Immigrant and Latino Community

Kentucky Equal Justice Center seeks an AmeriCorps member to serve as a Prevention Specialist at its vibrant immigration law program at Maxwell Street Legal Clinic in Lexington. The AmeriCorps member will engage in outreach, education and referral around consumer protection, workers' rights and family financial stability with a focus on the Latino community.

With the help of staff and volunteer attorneys, the member will build, create and organize:

- financial literacy community education and prevention programs and partnerships
- a resource bank of agency and volunteer referral options for families

The member also will receive training in tax preparation and will assist during tax season at an area site for free low-income tax assistance.

About Us

Kentucky Equal Justice Center was formed in 1976 to work with all of Kentucky's civil legal services programs on statewide issues and projects. Today, we are a flexible and responsive public interest advocacy organization with a wide variety of community partners. We convene statewide task forces in six areas of poverty law: consumer, family, housing, immigration, public benefits (including health care) and workers' rights. Our work includes legal assistance and policy advocacy in all these areas.

Maxwell Street Legal Clinic (MSLC) became a program of Kentucky Equal Justice Center in January, 2008. The Clinic was launched in 1999 by community volunteers to give free or low cost advice and assistance with immigration law to low-income people and their families. MSLC helps people fleeing persecution in their home countries; immigrant victims of domestic violence, human trafficking and other crimes; and Lawful Permanent Residents and U.S. citizens seeking reunification with immigrant family members. MSLC also houses a Citizenship Project to assist eligible Lawful Permanent Residents who wish to become U.S. citizens.

Kentucky Equal Justice Center has offices in Lexington and Louisville. The preferred location for the AmeriCorps position is Maxwell Street Legal Clinic in Lexington.

Duties and Responsibilities

- Network with community partners to identify top financial literacy needs and topics;
- Convene advisory group of volunteer attorneys;

- Gather, review and create prevention-oriented community education materials on high priority workers' rights and financial literacy issues including:
 - Short flyers in English and Spanish
 - Verbal presentations in English and Spanish
 - PowerPoint presentations
- Conduct community education and outreach, including workshops, presentations, and staffing tables at community events;
- Maintain a written and online referral directory of community resources that can help individuals and families;
- Keep in touch with community partners through regular emails or web-based "social media" like Facebook;
- Receive training in low-income tax preparation and participate in tax preparation season, in cooperation with key community partners;
- Provide onsite financial literacy training to Maxwell Street post-citizenship classes;
- Participate in Maxwell Street case intake weekly and suggest referral options for non-immigration financial issues
- Assist with AmeriCorps time keeping and reports

Qualifications

A successful candidate for this position should:

- Have strong communication skills, both written and verbal;
- Be proficient in Spanish and English;
- Be comfortable speaking in front of groups;
- Have excellent interpersonal skills;
- Be comfortable working in a multi-cultural setting, sensitive to language and cultural issues;
- Have excellent organizational and problem-solving skills;
- Have strong computer skills and excellent attention to detail;
- Have some knowledge of internet communications tools;
- Be a self-starter in developing and carrying out activities;
- Be able to take initiative and work independently, as well as in a team;
- Have some knowledge of low income issues and a commitment to social justice;
- Have a valid driver's license and reliable transportation.

Salary and benefits

AmeriCorps stipend of \$11,800 a year plus individual health coverage. Members who complete 1700 hours during the year are eligible for an educational bonus of \$5,375.

One year position

The AmeriCorps member year begins September 1, 2010 and ends August 31, 2011.

Application Instructions

To apply, please email a cover letter, resume and a list of three references to:

Richard Seckel, Director
Kentucky Equal Justice Center
richseckel@kyequaljustice.org

Please put “AmeriCorps Prevention Specialist” in the subject line of your email. For each reference, include a mailing address, phone number and email address. Only applicants selected for an interview will be contacted. No phone calls please.

Application Deadline: July 19, 2010

For more information: Rich Seckel at Kentucky Equal Justice Center, 201 West Short Street, Suite 310, Lexington, KY, 40507. Email: richseckel@kyequaljustice.org.

Kentucky Equal Justice Center is an equal opportunity employer.