

## **Kentucky Equal Justice Center**

### **2012-2013 AmeriCorps VISTA Position Description: Financial Literacy Specialist**

#### **Financial Literacy Outreach, Education and Referral in the Bluegrass Area Immigrant and Latino Community**

Kentucky Equal Justice Center seeks an AmeriCorps VISTA member to serve as a Financial Literacy Specialist at its vibrant immigration law program at Maxwell Street Legal Clinic in Lexington. The AmeriCorps VISTA 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 community volunteers, the member will build, create and help recruit volunteers for:

- community education and prevention programs and partnerships
- a bilingual staff and volunteer tax preparation site
- monthly self-help wage claim clinics for workers faced with "wage theft"
- a resource bank of agency and volunteer referral options for families

#### **Duties and responsibilities**

Here are descriptions, with the approximate percentage of time to be spent on each:

- Network with community partners to identify top financial literacy, workers' rights and asset building needs and topics. Gather, review, adapt and create related prevention-oriented community education materials—including short flyers and verbal and PowerPoint presentations—in English and Spanish. (10%)
- Conduct community education and outreach, including workshops, presentations, financial literacy classes and appearances at community events (25%);
- With KEJC's Employment Law Attorney, organize a monthly onsite wage claim clinic and occasional offsite clinics with community partners (15%);
- During tax season, receive training in low-income tax preparation and support the Kentucky Domestic Violence Association's bilingual tax program. Primary duties will include volunteer recruitment to keep the tax site running smoothly. (25%);
- Participate in Maxwell Street case intake weekly and suggest referral options for non-immigration financial issues (15%);
- Maintain a written and online referral directory of community resources that can help individuals and families (5%);
- Keep in touch with community partners through regular emails or web-based "social media" like Facebook (5%).

## **Qualifications**

The Financial Literacy Specialist 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;

Prior experience in tax preparation and basic knowledge of tax law are preferred.

## **Stipend and benefits**

AmeriCorps VISTA stipend of \$892 a month (\$10,704 a year) plus health coverage, child care assistance and student loan deferment while in service. Members who complete their year of service are eligible for an additional educational bonus of \$5,550 or a cash bonus of \$1500. See more about VISTA benefits [here](#).

## **One year position**

The AmeriCorps member year begins August 13, 2012 and ends August 9, 2013.

## **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](mailto:richseckel@kyequaljustice.org)

Please put "AmeriCorps VISTA Financial Literacy 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 3, 2012

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

## 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, coalition building and policy advocacy in all these areas.

**Maxwell Street Legal Clinic** (MSLC) became a program of Kentucky Equal Justice Center in 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 is an equal opportunity employer.*