



## Indiana Financial Capability Corps Service Position Description

Prosperity Indiana is an intermediary working with community organizations, neighbors, community leaders and investors to support a vision of society where all persons have the opportunity to live and work in an environment that provides economic and social opportunity. Prosperity Indiana supports a network of organizations that builds vital communities and resilient families. We advocate for public policies and assist the network in developing comprehensive solutions that engage local leadership to generate private and public investment.

### Summary of Responsibilities

Prosperity Indiana is seeking 15 AmeriCorps members to perform activities that will stabilize and enhance the programs and services of service site organizations. Each AmeriCorps member will fulfill a key role in the organization they serve, increasing the capacity of Prosperity Indiana members to integrate financial capability strategies and carry out their vision and mission.

### Responsibilities

AmeriCorps members will provide:

- Activities, trainings, and workshops to their Service Site to help integrate financial capability strategies into their existing programming by using a step-by-step guide, *Building Financial Capability: A Planning Guide for Integrated Services*
- Help their Service Site assess current client financial capability, create short-, medium-, and long-term outcomes, and develop a theory of change
- Assist their Service Site in assessing its current in-house capacity
- Conduct an assessment and inventory of community partners and programs and available community resources for building clients' financial capability
- Develop a strategic design for successful integration using *The Guide*, national research, and other implementation tools, like the Consumer Financial Protection Bureau's *Your Money, Your Goals* financial empowerment toolkit

- Create a current workflow matrix and implementation plan for their Service Site
- Participate in a 12-month personal financial coaching relationship
- Attend weekly trainings

### **Required Skills and Experience**

- Be at least 18 years of age and have US Citizenship or Permanent Resident status
- High school diploma or equivalent
- Demonstrated commitment to national and community service
- Dedicated to completing a full year of service (typically 10 months and 1700 hours of service)
- Experience interacting with diverse communities and the ability to integrate into an existing community
- Knowledge of computer and internet-based programs for use in communication and record-keeping requirements
- Access to reliable transportation (public transportation or personal transport) to/from assigned program
- Candidates must clear a National Sex Offender Public Registry, State criminal check, and FBI background check

### **Qualifications**

- Strong verbal and written communication skills
- Well-organized and detail-oriented
- Ability to work effectively and collaboratively with diverse staff and value differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance
- Capable of working independently and as a team player
- Willingness to learn new skills and share that knowledge with others

### **Benefits of Being an AmeriCorps Member at Prosperity Indiana:**

- Individuals will be enrolled as AmeriCorps service members (see [www.americorps.gov](http://www.americorps.gov))
- Modest living stipend of \$12,630 annually
- Education award up to \$5,815 for use at Title IV college or university for tuition or to pay back qualified student loans (requires completion of at least 1700 hours of service)
- Possible child care expense reimbursement (<http://www.americorpschildcare.com/>)
- Develop leadership skills and gain valuable experience for a career in financial education assessment and integration

- Make a lasting difference in communities

### AmeriCorps Member Commitment

- Commitment to serve a minimum of 1700 hours from September 2017-August 2018
- Participation in a minimum of three (3) National Days of Service
- Participation in ongoing trainings, meetings, and professional development with Prosperity Indiana

### Classification

Non-Exempt, Full Time, 10 months

### Application Process

To apply to serve as an Indiana Financial Capability Corps member, please submit your resume and cover letter to Kelsey Clayton at [AmeriCorps@prosperityindiana.org](mailto:AmeriCorps@prosperityindiana.org).

Reasonable accommodations for the selection process and during service are available upon request.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The applicant may be required to perform job-related responsibilities and tasks other than those stated in this job description. **Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time.** Certain functions not explicitly stated above are nevertheless understood to be essential to this position. These include, but are not limited to, attendance, getting along with others, working during normal business hours, effective time management and dealing with and working under time constraints, and other pressures associated with performing all aspects of this job. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform any essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) reasonable accommodation for the specific disability will be made for the incumbent/applicant as required. However, the incumbent/applicant must still be able to perform the essential functions of the position with or without such an accommodation. At Prosperity Indiana, we do not discriminate against members on the basis of race, color, sex, religion, ancestry, union affiliation, etc.