OREGON STATE SERVICE CORPS POSITION DESCRIPTION

ORGANIZATION: OSU Extension Service, Columbia County 4-H Program

ORGANIZATION MISSION: The Oregon State University Extension Service engages the people of Oregon with research-based knowledge and education that focus on strengthening communities and economies, sustaining natural resources, and promoting healthy families and individuals. [HTTP://EXTENSION.OREGONSTATE.EDU/COLUMBIA/]

POSITION: AmeriCorps Member - 4-H Youth Financial Literacy Educator

LOCATION: 505 N. Columbia River Hwy, St. Helens, Oregon

SUMMARY OF POSITION: The 4-H Youth Financial Literacy Educator will provide basic financial literacy education to youth and their parents in Columbia County. These educational opportunities will be delivered through in-school programs, after-school programs, and other 4-H events, such as 4-H Summer Camp. Developing and maintaining community partnerships in order to reach low-income or underserved youth is an integral part of this position.

ESSENTIAL RESPONSIBILITIES:
1. Teach financial literacy and basic money management to youth and their parents in Columbia County.
2. Build and maintain partnerships with local teachers, principals, and other community members.
3. Recruit and train community volunteers to participate in the 4-H financial literacy education program.
4. Design appropriate forms, flyers, and written materials for classes and volunteer activities.
5. Track and keep updated volunteer and participant information in Excel spreadsheet and other software programs.
6. Complete general office duties related to position (mailings, filing, phone calls, outreach activities, etc.).
7. Complete and submit in a timely manner all OSSC/AmeriCorps required reports and time sheets.
8. Travel to community sites in Columbia County and the greater Portland metro area for classes and trainings.

MARGINAL RESPONSIBILITIES:
1. Work with office devices (telephone, fax, copy machine, computer).

MINIMUM QUALIFICATIONS:
1. Experience working with youth in an educational setting.
2. Experience and/or interest working with volunteers.
3. Strong organizational and interpersonal communication skills.
4. Interest in providing a year of service in a rural community.
5. An independent, self-motivated, and resourceful person.
6. Ability to work a flexible schedule, including some evenings and weekends.
7. Valid driver’s license, good driving record, and reliable transportation (use of personal vehicle).

PREFERRED QUALIFICATIONS:
8. A Bachelors degree in economics, finance, education or a closely related field.
10. Experience working with Microsoft Office programs (Excel, PowerPoint, Word, Publisher, etc).
11. Experience working with diverse youth and adult audiences.

BENEFITS:
Benefits for serving in AmeriCorps full-time are: $5,550 education award upon completion of term of service for future tuition or payment on qualified student loans (taxed), a living allowance of $12,100 for 11 months (before taxes), loan forbearance on qualified federal student loans, basic healthcare coverage and childcare assistance (if qualified).

TO APPLY:
Submit a cover letter detailing qualifications, resume or CV, and list of three professional references to: Jenny.Rudolph@oregonstate.edu