OSSC POSITION DESCRIPTION

Oregon State Service Corps Position Description

ORGANIZATION: OSU Extension Service Washington County
http://extension.oregonstate.edu/washington

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.

POSITION: Financial Literacy Program Educator, Washington and Multnomah Counties

LOCATION: 18640 NW Walker Road #1400, Beaverton, OR 97006

SUMMARY OF POSITION: The Financial Literacy Program Educator will develop partnerships and implement a tailored curriculum for Spanish and English speaking low-income adults throughout the community. Recruiting, training and supervising volunteers to help build and maintain outreach will be an important part of the program.

ESSENTIAL RESPONSIBILITIES:
1. Financial literacy outreach to the community by teaming with new and existing partners.
2. Obtain training and implement the DollarWorks2 curriculum in English and Spanish.
3. Collaborate with existing community partners in Washington and Multnomah counties in planning and offering financial literacy courses.
4. Form new partnerships with organizations within the community for further outreach.
5. Recruit and train community volunteers to participate in financial education program.
6. Ensure all pre and post evaluations are completed and entered into the DollarWorks2 online database.
7. Design appropriate forms, flyers, and written materials for classes and volunteer activities.
8. Track and keep updated volunteer information in Excel spreadsheet.
9. Complete general office duties related to position (mailings, filing, phone calls, community fairs and outreach activities, etc.).
10. Complete and submit in a timely manner all OSSC/AmeriCorps required reports and time sheets.
11. Attend OSSC/AmeriCorps sponsored orientation, trainings, meetings and disaster response.

MARGINAL RESPONSIBILITIES:
1. Ability to work with office devices (fax, copy machine, computer).
2. Reliable transportation or use of public transportation.

PREFERRED QUALIFICATIONS:
1. An independent, self-motivated, bilingual (Spanish/English), and resourceful person.
2. Experience and/or desire to work with diverse, adult individuals and families.
3. Experience and/or interest working with volunteers.
4. Strong organizational and interpersonal communication skills.
5. Willingness to work a flexible schedule, including some evenings and weekends.
6. Valid driver’s license, good driving record and reliable transportation or ability/willingness to use public transportation.
7. A Bachelors degree is preferred.

CONTACT: For more information about this position please contact:
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