

VISTA Generalist:
Outreach, Financial Education, Foreclosure Prevention and Capacity Building
Campaign for Working Families/Greater Philadelphia Urban Affairs Coalition

Working with:
Consumer Credit Counseling Services of the Delaware Valley
Community Legal Services
The Reinvestment Fund

Qualifications:

- Associate Degree or B.A. preferred; will consider equivalent experience
- Strong written and oral communications skills
- Comfort doing door-to-door outreach in Philadelphia neighborhoods to inform residents about foreclosure prevention resources
- Willingness and ability to design and present educational information to community groups
- Strong organizational skills
- Computer literate in word processing, spread sheets (data base desired but not required)
- Comfortable in diverse settings of Philadelphians including different language communities, economic groupings and racial and ethnic communities
- Drivers license preferred; if not available, candidate must be willing to travel extensively throughout the city on public transit
- Strong team player, flexible, responsive, able to change plans and work in a constantly shifting work environment
- Commitment to the mission of the Campaign for Working Families.

Responsibilities: **4 VISTA's**

Saving Homes/Saving Neighborhoods (SH/SN): A joint effort by CCCSDV, CLS, GPUAC and TRF to decrease foreclosure rates and help to stabilize housing in neighborhoods, to retain home values and keep families in their homes.

1. Participate in door to door outreach efforts to provide information to citizens that may benefit from the SH/SN program
2. Organize, manage and participate in community fairs and events to promote the Housing Counseling Services and Legal Services of SH/SN
3. Engage community leaders including religious and civic leaders in campaign to educate home owners about the program.
4. Present information at public meetings, after worship services and to social workers and job counselors (both at Career Link Centers and to other contracted job training corporations) to ensure saturation of the message throughout the community.
5. Complete community surveys and enter data into required database programs to ensure activities and document changes in social and economic status of the community.
6. Participate in operational team meetings to evaluate and strengthen program design and to propose modifications that will increase effectiveness.
7. Work in concert with Outreach workers to strategize on ways to increase the program visibility within the targeted communities.
8. Help to design and implement a train-the-trainer model to increase outreach services when we choose to expand the program to new areas.
 - a. This could include identifying community partners
 - b. Engaging with other service providers operating in the area

- c. Working with the SH/SN team to determine the strength and stability of the community.

Asset Development and Financial Education: 4 VISTA's

Working with the Campaign for Working Families and the Community and Economic Development Program at GPUAC to help low wage families build assets, avoid predatory financial goods and services and build capacity at GPUAC to provide these services in the most cost-effective and productive manner. We will create a team of four VISTA's who will together accomplish the following tasks. Team members will rotate among programs in order to have maximum exposure to skills and work.

1. Do outreach to support the recruitment of volunteers for free tax sites in Philadelphia; this includes developing partnerships with service-based learning programs at colleges and universities, as well as businesses, government, nonprofit organizations and churches.
2. Assist in the development of an Individual Development Account (IDA) program that will help people receive financial education and save money for college that will be matched by a federal grant.
3. Assist the Campaign for Working Families in capacity building for a new model of providing free tax services that will increase impact and conserve resources.
4. Assist in the development of mobile asset development teams that can provide free tax assistance, benefit screening, and financial education at community based sites throughout the year.
5. Support the expansion of the FAN club financial education model including developing a chapter model allowing replicability regionally and nationally.
6. Provide outreach and education services for anti-predatory loan products and other fairly priced financial goods and services.
7. Provide outreach and education for all services currently provided by the Campaign for Working Families and CED, including any new programs developed during the course of the year; maintain outreach data base to track all outreach activities
8. Work with Immigrant and ITIN Working Group to promote tax sites and other activities in immigrant communities throughout Philadelphia.

Report to: Director of the Campaign for Working Families