



200 North Vineyard Boulevard, A300  
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### **AmeriCorps State Position Description**

POSITION: Kahua Waiwai© Education Financial Trainer  
REPORTS TO: Program Coordinator  
LOCATION: 200 N. Vineyard, A300, Honolulu, HI 96817  
START DATE: October 17, 2016, application accepted until position filled

#### **About Hawaiian Community Assets:**

Hawaiian Community Assets is a 501(c)3 nonprofit, HUD-approved housing counseling agency and community lending institution that builds the capacity of low- and moderate-income communities to achieve and sustain economic self-sufficiency with a particular focus on Native Hawaiians.

HCA implements a unique, holistic approach to helping families achieve and sustain permanent housing. Named Kahua Waiwai©, meaning "Foundation for Wealth," HCA's comprehensive program includes housing and financial education workshops, individualized counseling, and access to asset building services and financial products - all in the context of Native Hawaiian culture.

#### **About AmeriCorps State Programs**

AmeriCorps State and National supports a wide range of local service programs that engage thousands of Americans in intensive community service each year. AmeriCorps members are committed to using national service to address critical community needs in education, public safety, health, and the environment.

AmeriCorps State and National programs are open to U.S. citizens, nationals, or lawful permanent resident aliens age 17 and older. Members may serve full- or part-time over a period not to exceed 12 months in every state, U.S. territory, and on tribal reservations. This position requires 450 hours of volunteer time within 12 months of service.

#### **Position Duties:**

- Work with Program Coordinator to coordinate financial education workshop schedules.
- Market, coordinate, & deliver various Kahua Waiwai© Education curriculum workshops
- Create financial and housing education group workshop folders.
- Complete and submit project participant documentation following each workshop
- Serve as training mentor to youth interested in delivering Kahua Waiwai© youth financial education workshops
- Assist Program Coordinator in community outreach to secure partnerships with community-based, education, and financial organizations, as needed
- Attend orientations, meetings, trainings and other courses.
- Complete Kahua Waiwai© Financial Trainer Certification Course.
- Assist Program Coordinator with other duties as needed.

**Qualifications:**

- 18 years or older.
- U.S. Citizen or Lawful Permanent Resident.
- Not listed on the National Sex Offenders Public Registry.
- Some college or college graduate.
- Willingness to work with at-risk communities.
- Ability to work independently and/or within a team setting.
- Strong interpersonal, verbal, and written communication skills.
- Knowledge and understanding of Hawaiian culture and values
- Experience working with youth and families.
- Comfortable with computers and proficient in Windows Office.
- Ability to travel to neighbor islands, as needed
- Ability to travel for training certifications, as needed

**Benefits:**

- Living Allowance of \$3,000 annually, paid every two weeks.
- Education Award of up to \$1,527.
- Professional, cultural and personal development opportunities.
- Some travel supported by project.
- Health care benefits, if eligible.

**To apply, please contact:**

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VISTA Program Coordinator  
Hawaiian Community Assets  
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