



200 North Vineyard Boulevard, A300
Honolulu, HI 96817
Ph: 808-587-7886
Toll Free: 1-866-400-1116
www.hawaiiancommunity.net

AmeriCorps State Position Description

POSITION: Financial Capability Specialist
REPORTS TO: Program Director
LOCATION: 200 N. Vineyard, A300, Honolulu, HI 96817
START DATE: February 20, 2017, 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. Individuals can serve as AmeriCorps members in every state, U.S. territory, and on tribal reservations. The position requires 300 hours of volunteer time completed by September 15, 2017.

Position Duties:

- Contact asset-building participants to track savings progress.
- Survey asset-building participants to measure changes in savings habits and financial behavior.
- Input client data into excel database.
- Assist in coordination & delivery of housing/financial education workshops & trainings.
- Promote the organization at community outreach events.
- Attend orientations, meetings, trainings and other courses.
- Assist Program Director with direct service tasks 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.
- Basic understanding of Hawaiian Home Lands.
- Comfortable with computers, proficient in Windows Office and database programs.

Benefits:

- Living Allowance of \$2,500 annually, paid incrementally every two weeks.
- Education Award of up to \$1,230.
- Professional, cultural and personal development opportunities.

To apply, please contact:

Lei Riedel
VISTA Program Coordinator
Hawaiian Community Assets
lei@hawaiiancommunity.net
(808) 628-6368