

## **Financial Opportunity Corps Program Development Fellowship – Louisville, KY**

Developing a volunteer-operated, community-based program requires a unique mix of operational and marketing skills combined with the interest and compassion to engage low-income community members in financial coaching and other financial capability services.

The Financial Opportunity Corps Fellowship provides valuable professional development for individuals who want to expand their experience in program development, capacity-building, and problem solving—skills that Fellows will take with them in future leadership positions. Points of Light, Financial Opportunity Corps (FOC) Fellows will have an opportunity to advance their abilities and knowledge in the area of financial coaching as well as collaborate and build relationships with key community stakeholders, and network with nonprofit leadership. The FOC Fellow will be a part of the FOC team at their host site which will include an AmeriCorps VISTA member and the host site supervisor.

The Financial Opportunity Corps recruits and trains volunteers as financial coaches who help people from low- and moderate-income households achieve financial stability. The program is a partnership between Points of Light, Bank of America and the Corporation for National and Community Service. With the support of Financial Opportunity Corps members, financial coaches help participants develop strategies to reduce debt, improve credit, start saving for emergencies, access benefits and build assets for long-term financial health.

### **Program Highlights**

- Gain practical work experience in program development, capacity-building, and volunteer engagement
- Autonomy to apply creative problem solving to program development issues
- Formal performance feedback
- Fellows will become a part of a nationwide network of Points of Light Fellows
- Fellow will receive \$10,000 stipend over the course of 10 months

### **Target Audience**

Financial Opportunity Corps seeks Fellows who are dedicated to designing and delivering a financial coaching program that will place low-income and economically disadvantaged individuals on the pathway to financial stability. The FOC fellow can be students who are currently enrolled in, or who have recently completed, graduate degree programs. Undergraduate students who have recently graduated or are in their final year are also encouraged to apply.

### **Terms and Location(s)**

The FOC Fellow must be able to commit **20-30 hours per week**, for 10 months (**August 2016 – June 2017**) at the location of the hosting non-profit organization.

### **Please send resume to:**

Erin Waddell  
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502.574.3082

### **Fellowship Requirements**

Self-starter with evidence of ability to work independently; able to work on a team to achieve a common goal; comfortable working across a diverse socio-economic and cultural backgrounds; able to pivot in fast-paced work environments; particular about required data collection and able to input data into the FOC data management tool; oral and written communication skills.

### **Fellow Assignment Description**

- Participate in Points of Light training on financial coaching and database management
- Conduct community asset mapping, documenting assets (e.g. current/potential clients, volunteers, partners) in a written format that will be referenced and updated throughout term
- Use community mapping results to reach out to the community to engage volunteers, clients, leaders, partner organizations, and other stakeholders
- Develop and implement group workshops/classes, that align with coaching program, focused on financial literacy topics
- Recruit and train volunteers, including residents of the low-income community, on coaching skills, financial literacy topics, and program model and expectations
- Recruit and train clients on financial literacy topics, coaching model, and expectations
- Engage volunteers as financial workshop facilitators
- Ensure timely and accurate data collection of volunteer and client progress; input data into FOC database
- Review weekly database reports to ensure data quality; analyze reports to monitor client & volunteer recruitment, retention and engagement
- Complete monthly host site conference calls with Points of Light
- Integrate coaching efforts with local VITA Tax Preparation sites or other economic opportunity programming
- Develop and implement, or attend, a financial opportunity resource fair