



United Way  
of Washtenaw County

## United Way of Washtenaw County Position Description- AmeriCorps Member

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**Who We Are:** United Way of Washtenaw County's [mission](#) is to connect people, resources and organizations together to create a thriving community for everyone. We recognize that the strength and vitality of an entire community is tied to just and [equitable](#) access to resources and opportunities.

We are driven to live in a community where:

- Your zip code no longer determines your opportunity in life;
- Life expectancy is the same across all populations and communities in our County;
- The academic achievement gap is eliminated;
- Everyone in our community has a home;
- Community members seek understanding and awareness of their own power and privilege and actively work to end poverty in our County;
- Poverty is not generational. If it exists, it is intermittent, brief and not permanent;
- Everyone in our County also has housing, food, transportation, education, health expenses and childcare.

We are a team of 14 based in Ann Arbor.

**About AmeriCorps:** AmeriCorps is a national service which strengthens communities by involving people in service to meet local challenges.

**About this Position:** This is a full year, full time (averaging 40hrs/week) role at United Way of Washtenaw County which begins in September 2019 and continues through September 2020. Members are required to serve 1,700 hours during their one year, full time term and will receive the following benefits of AmeriCorps service:

- \$14,279 annual living allowance;
- Education Award of \$6,195 upon successful completion of service;
- Qualified student loan forbearance and interest accrual payments upon successful completion of service;
- Childcare (if eligible); and
- Health insurance.

**You will be responsible for:**

- Supporting our Voluntary Income Tax Assistance (VITA) Program, a tax preparation program certified by the Internal Revenue Service which pairs trained volunteers alongside people with low- to moderate- incomes to file their taxes for free. Members will support the effective operations of our tax clinics by serving as the designated site coordinator for our program.
- Supporting our Financial Capability Efforts. The Financial Navigators program is designed to help residents deal with the financial impact of the COVID-19 pandemic, providing remote assistance in navigating critical financial issues and making referrals to other social services and resources. Financial Navigators housed at United Way will conduct 30-minute crisis intervention calls to assess participants' most pressing issues, assist them in managing their expenses and maximizing income while reducing financial stress. Helping residents navigate the financial impact of COVID-19 through the Financial

Navigators initiative is a critical part of the Washtenaw County front line emergency response efforts.

- Americorp service members will be trained on the resource database and referral process and will help staff the phone line

**If you are the ideal candidate, you:**

- Love being part of a team;
- Are passionate about making it easier for community members to make healthy financial choices;
- Are a life-long learner and consistently look for opportunities to improve your work and yourself;
- Enjoy juggling multiple projects in a fast-paced environment;
- Are committed to social justice work. So committed you've demonstrated this with prior volunteer service and community involvement;
- Are willing to do what needs to be done when it needs to be done.

**Requirements:**

- 18 years of age or older.
- Have a high school diploma or its equivalent.
- Possess a current driver's license.
- Non-profit organizational work, community development, project/program management or finance (1+ years experience).
- Microsoft Office computer applications (proficient).
- Managed projects with set deadlines/guidelines (demonstrated experience).
- Able to provide exceptional customer service to each person who walks through our doors (demonstrated experience)
- Accepts work outside of normal business hours (for example, evenings and weekends as needed)

**Preferred Qualifications:**

- Educational degrees and professional certifications/designations
- Familiarity with local nonprofits in Washtenaw County

**Timing:**

Applications are due by Thursday August 20th. Members will begin their term of service on September 14th and conclude their term of service in September of 2020.

**How to apply: If this sounds like you, please submit a resume and answer the questions describing your qualifications for this position [here](#) by Thursday August 20th.**