



## **SaveFirst Coordinator- Regional Office, AmeriCorps Member Position Description**

**Summary:** The SaveFirst Coordinators provide opportunities for financial skill development to low-to-moderate income individuals and families. SaveFirst Coordinators manage the implementation of the SaveFirst tax preparation initiative in regional service areas, with special focus given to training, community partner development, outreach, volunteers, and logistics. The SaveFirst Coordinators collaborate with Impact America regional staff, SaveFirst Director, and community partners to connect individuals and families to financial skill development opportunities and to implement all aspects of the tax preparation program, including tax preparation, volunteer recruitment, training and management, and partner outreach. Outreach and training occur during the fall, and tax preparation is provided at community-based tax sites from mid-January through April 15.

**Location:** Positions available in Birmingham, AL; Memphis, TN; and Greenville, SC.

### **Primary Responsibilities:**

- Conducts tax and financial wraparound services training
- Maintains positive relationships with community partners to build and strengthen the program's community presence
- Oversees implementation of logistical details for tax preparation sites, especially the preparation of supplies, technology, and other materials
- Serves as one of the team's primary contacts for tax questions during tax season
- Makes regular visits to tax sites during tax season to observe and support Site Coordinators in running successful sites
- Helps prepare team members to conduct volunteer recruitment visits and volunteer tax training
- Oversees the training, certification, onboarding, scheduling, and service of local college students and other volunteers
- Oversees marketing efforts
- Assists with FocusFirst on an as needed basis

### **Expectations**

- No prior tax knowledge is required
- Must have the willingness to learn and serve the community
- Positive attitude and rapport with AmeriCorps members, staff, partners, and volunteers
- Collaborative spirit with the whole leadership team
- Adherence to assigned deadlines for projects
- Strong organizational skills and attention to detail
- Flexibility in a dynamic service environment
- Strong self-management skills and willingness to take initiative
- Participate as requested in leadership team meetings and other program-specific meetings

- Work from designated office space at our regional office from 8:00 am to 5:00 pm, unless attending meetings out in the community or supporting direct service during nontraditional hours

**Supervisor:** State Director

**Time Commitment:** July 2024- June 2025

Pre-service training will begin in July 2024. Coordinators will be enrolled as an AmeriCorps member in July or early August and will have one year from the date of enrollment to serve 1700 hours and complete their term of service. Precise enrollment date will depend on the state in which the member is serving and the start date of the AmeriCorps grant in that area (currently TBD).

Note: Time spent during pre-service does not count toward the 1700 hour requirement.

**Term of Service:** Full-Time

**Skills Required:** Successful members will demonstrate the following skills: leadership, teamwork, strong written and verbal communication, advanced computer literacy, positive attitude, flexibility, ability to work independently, punctuality, honesty, integrity, and cultural sensitivity.

**Academic Qualifications:** Members must have completed a college degree or have plans to complete the degree within the first six months of the term of service (this exception may be made on a case-by-case basis with prior approval).

**Service Conditions and Time Requirement:** This position may include an irregular schedule and seasonal shifts in workload. It might require weekends, evenings, early mornings, and off-peak hours. The position will involve conducting direct service in communities outside of an office setting, but will also involve sedentary physical activity requiring sitting for extended periods of time. 50% or more time is spent looking directly at a computer. Some travel is required.

**Member Benefits:** Living stipend and health insurance available at the start of pre-service. Childcare allowance and student loan forbearance eligibility will start with AmeriCorps enrollment.

Bi-weekly Living Stipend for Leadership Team Members

First Term: \$1,192.31 biweekly

Second Term: \$1,242.31 biweekly

Third Term: \$1,292.31 biweekly

Fourth Term: \$1,342.31 biweekly

Personal Time Off

First Term: 14 days

Second Term: 16 days

Third & Fourth Term: 18 days

*PTO includes vacation, personal sickness, family sickness, medical or dental appointments exceeding two hours, religious holidays not included in regular holiday calendar, family activities, grad school application tasks (exams, interviews, school visits, etc), and any activity which prevents the member from participating in service as scheduled.*

### Holidays

Impact America is closed for the following holidays:

Independence Day - 1 day

Labor Day - 1 day

Indigenous People's Day - 1 day

Thanksgiving - 3 days

Winter Break- 6 days

Spring Break - 2 days

Memorial Day Break - 5 days

Juneteenth - 1 day

### **Additional Information:**

Impact America is an AmeriCorps Program®. Benefits include the following:

- Meals when providing service outside of your home county
- Mileage reimbursement when driving your personal car for service
- All travel costs during overnight trips (hotel, rental car, meals)
- Ongoing professional development and training

### Health Insurance

A health benefits policy is administered by The Corps Network/CIGNA and is available to members upon request. If the member currently has other coverage (through a spouse, parent, or individual plan), they must sign a waiver of health insurance coverage which indicates that they have been made aware of the availability of health benefits and have chosen not to enroll.

### Childcare Allowance

The allowance will be provided directly to a childcare provider determined by AmeriCorps if the member qualifies for the allowance. The child care allowance will distribute this allowance evenly over the term of service on a bi-weekly basis.

### Education Award

Upon successful completion of the member's term of service, the member will receive an education award from the National Service Trust. For successful completion of a full-time 1,700 hour term, the member will receive an education award in the amount of \$7,395. The member understands that their failure to disclose to the Program any history of having been released for cause from another AmeriCorps Program will render them ineligible to receive the education award. **The member is entitled to two (2) full-time education awards in the course of their life, even if they serve for more than two terms of service.**

### Student Loan Forbearance

If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service. Note: The term of service may differ from your time commitment to the program.

### **Eligibility Requirements:**

- Documentation of status as a U.S. Citizen, U.S. National, or lawful permanent resident alien (AmeriCorps eligibility requirement)
- Completion of a college degree (exceptions may be made on a case-by-case basis with prior approval)
- Submit to criminal background check, including an FBI check, NSOPW check, a statewide check in the applicant's state of residence at the time of application, a statewide check in applicant's state of service (if different than state of residence)
- At least 18 years of age

Impact America welcomes applications from individuals with disabilities. We have sought to identify the essential functions and physical requirements of all service positions and will make reasonable accommodations through scheduling, task reassignment, and other methods to accommodate applicants and AmeriCorps members. Please contact us should you need accommodations in order to apply.

### **About Impact America**

Impact America is committed to improving lives by engaging, empowering, and supporting access to critical resources needed by individuals, families, and local communities through its health, education, and financial initiatives.