



## El Centro AmeriCorps VISTA (Full-Time)

### **Organizational Overview**

El Centro is a non-profit 501(c)(3) whose mission is to provide culturally competent financial literacy, business training, and entrepreneurial coaching in Spanish.

### **Position Overview**

El Centro is seeking a bilingual (Spanish/English), well-organized, and independent leader to serve as an AmeriCorps VISTA for a 12-month period beginning January 8<sup>th</sup>, 2024. This position is a full-time, non-employee placement with the national AmeriCorps VISTA program. Candidates will need to be eligible for the AmeriCorps VISTA program. More information can be found [here](#).

<https://americorps.gov/serve/americanorps/americanorps-vista>

The AmeriCorps VISTA will develop the capacity of El Centro to create economic opportunity for low-income Spanish-speaking residents of the Greater New Orleans Metro Area. To do this, they will support El Centro with 3 different objectives over the course of the service year:

#### Objective 1 (01/15/2024 – 04/18/2024)

Recruit, coordinate training, verify certification, and schedule new VITA Latinx Volunteers to serve as tax preparers who provide low-income, Spanish-speaking taxpayers with access to EITC and CTC programs.

- Certify as an Advanced Tax Preparer
- Lead study sessions for volunteers
- Maintain complete volunteer files, including volunteer applications, emergency contact information, training attendance, copies of certifications, volunteer service log, and experience survey
- Provide day-of logistical support at ¡Super Sábado! (Super Saturday!) community tax events

#### Objective 2 (04/19/2024-06/30/2025)

Convene participants in a community forum to strengthen collaboration, improve referral processes, and address common barriers among agencies working to build economic access and resiliency for low-income immigrant, Latino, and Spanish-speaking community members.

- Complete issues and alliance-building training
- Outreach to local agencies
- Coordinate and co-host forum (including online participants)
- Create a follow-up summary and compile shared resources
- Survey participants

#### Objective 3 (07/01/2024-01/14/2025)

Develop a resource guide for low-income business owners and entrepreneurs to increase direct service provider efficiency in managing caseloads of low-income, Spanish-speaking business owners and aspiring entrepreneurs as they strive to create their own economic opportunities.

- Meet with service provider staff to create a need assessment
- Research and conduct outreach to non-profit agencies and low-cost professional service providers
- Vet providers for language access, cost, public reviews, and applicable licenses and certifications
- Schedule meetings with service providers and applicable El Centro staff
- Compile, publish, and distribute information
- Create email and WhatsApp business template responses
- Work with El Centro marketing staff to publish FAQ on the website

## Minimum Qualifications

The ideal candidate will meet the following education and skill requirements:

- Bi-lingual (speaking and writing both Spanish and English)
- Bachelor's degree or equivalent professional experience in an applicable field
- Coalition-building skills; ability to effectively convene, facilitate, and follow-up meetings within a timely manner
- Ability to work well in a fast-paced environment and display a supportive and professional disposition with diverse populations
- Aptitude for following and creating clear workflow and customer service processes
- Problem-solving skills
- Comfort with technology (computers, software, internet platforms, etc.)
- Strong Customer Service, Analytical, and Problem-Solving Skills

## Highly Desired Qualifications:

- Education and/or experience with US tax law
- Experience in community organizing
- Experience using Salesforce
- Non-profit service delivery experience (in social services or education)

## Benefits

This is a full-time, nonemployee, federal service position. Benefits are provided by the AmeriCorps program and include:

- Bi-weekly living allowance \$979.00
- Free Health Insurance
- Free Housing (through Tulane University)
- Education Award \$7,395
- Relocation Reimbursement \$750
- Mileage reimbursement \$.65/ mile (federal rate)
- Non-Competitive Eligibility (NCE) Status for Federal Jobs (1 year)

**Physical Demands:** This position requires standing and lifting up to 25 pounds of supplies and equipment. All reasonable accommodations will be made to create an inclusive work environment.

**Schedule:** Candidates must be available full-time for in-person attendance M-Th from 9:am to 1:pm and 10:am to 1:pm on Fridays. On average, there will be bi-monthly obligations on evenings and Saturdays.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

**Supervision:** Reports to the Site Coordinator, Assistant Site Coordinator, and Executive Director.

**How to apply:** All applications must be submitted online [here https://forms.gle/z2p8JCQNjd7twL31A](https://forms.gle/z2p8JCQNjd7twL31A)

**Questions?** Email [roxanne@elcentrola.org](mailto:roxanne@elcentrola.org)

*El Centro is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

