



June 11, 2008

**EMPLOYMENT OPPORTUNITY:
Program Associate**

Capital Area Asset Builders (CAAB), a nonprofit organization founded in 1997 to help low- to moderate-income individuals improve their financial management skills, increase their savings, and build wealth, is recruiting a full-time Program Associate to provide support to two citywide campaigns coordinated by CAAB: the DC Earned Income Tax Credit (EITC) Campaign, which provides taxpayer education and free tax preparation services for low-income residents; and DC Saves, which encourages DC residents to save more and supports them in their efforts to reduce debt, increase their savings, and make wise investments. In addition to recruiting and managing volunteers for these two campaigns, the Program Associate will provide some general administrative support for CAAB's programs.

The details of this position are provided below. For more information on our programs and services, please visit www.caab.org, www.dcsaves.org, and www.dceitc.org.

Position: Program Associate

Reports To: DC Saves & DC EITC Campaign Coordinators

Annual salary: Low 30s. This is a full-time position with a competitive benefits package (including a retirement savings plan with employer match).

RESPONSIBILITIES

Volunteer Management

- With Coordinators, develop and implement a plan to recruit, train, and place seasonal staff and 600+ volunteers for tax season (volunteers provide administrative support, tax assistance, and/or financial information), other year-round financial partner volunteers (credit counselors, financial educators, trainers, and other professionals), and client "Ambassadors."
- Make presentations to groups of potential volunteers (through universities, faith-based institutions, law firms, banks, etc.) during recruitment and to groups of volunteers during training sessions to explain CAAB's roles and programs.
- Work with designated partners and staff to coordinate volunteer training logistics.
- Create and manage all communications with volunteers regarding responsibilities, training and certification requirements, and available opportunities.
- For DC EITC Campaign, manage the process for tracking volunteer certification and assigning volunteers to tax sites and volunteer shifts; keep organized records of volunteer certifications and other documentation required by the Internal Revenue Service and other Campaign partners.
- For DC Saves and "Ambassadors," manage the process to match volunteers with appropriate opportunities, and track and report outcomes of engagements.

- Plan volunteer recognition communications and activities/events; ensure that volunteers feel appreciated throughout their service.
- Produce and disseminate regular volunteer e-newsletter for DC EITC Campaign, including developing and implementing an efficient process to receive and compile updates from all Campaign partners.
- Communicate regularly with partners ranging from community-based nonprofits to financial institutions to funders in order to ensure volunteer needs are met. Occasionally provide on-site support to tax sites or one-day events on an as-needed basis.
- Other related duties within the scope of this position, as assigned.

Administrative Responsibilities

- With coordinators, actively participate in DC Saves and DC EITC Campaign meetings and events, including developing agendas, taking notes during meetings, and other follow-up as needed.
- Maintain database to track attendance and results of financial education and DC Saves seminars and classes.
- Assist with ongoing coordination of DC Saves and the DC EITC Campaign, including production and compilation of some program materials.
- Generate content for and maintain www.caab.org, www.dcsaves.org, and www.dceitc.org websites.
- Other related duties within the scope of this position, as assigned.

REQUIRED SKILLS & EXPERIENCE

- Bachelor's degree required, and previous relevant work experience preferred.
- Highly organized, self-motivated worker with an eye for detail.
- Energetic, passionate about the economic development field and volunteerism and eager to gain new skills and interact with a wide range of individuals.
- Strong ability to prioritize multiple responsibilities and meet deadlines in a fast-paced environment.
- Excellent communication skills required. Writing and editing skills crucial as well as excellent public speaking abilities and interpersonal communication skills.
- Experience with databases, including performing simple queries and generating reports.
- Familiarity with web-based content management systems or basic HTML coding and some event planning experience a plus.
- Available to work a flexible schedule as needed for special programs and trainings.
- Familiarity with Washington, DC community and nonprofits a plus.

WORK ENVIRONMENT

Casual, friendly, collaborative office. We will have a staff of eight and we share a large suite with other nonprofit organizations.

HOW TO APPLY

Send a letter of interest, resume, and contact information for at least three professional references to the attention of Donna V.S. Ortega, Associate Director, Capital Area Asset Builders.

Applications should be submitted by e-mail to jobs@caab.org by July 7, 2008. Interviews for this position will take place in July 2008. **No phone calls, please.**