



VACANCY ANNOUNCEMENT

Financial Literacy Intern

As the *SkillSource* VFSN Financial Literacy Intern, you will provide assistance to customers enrolled in Workforce Innovation and Opportunity Act (WIOA) Programs who are receiving financial literacy services at *SkillSource* One-Stop Employment Centers throughout the Northern Virginia Workforce System. The intern will be primarily responsible for communicating with customers who are receiving services at the *SkillSource* Centers to promote successful enrollment in the VFSN financial coaching opportunity. These activities will include informational workshop presentations, administering surveys and assessments required by the program, assisting the Financial Coach with tracking participant progress through the program, and providing follow-up to customers ~~that~~ who have indicated an interest in the program or have scheduled an appointment. The intern will also help to create and carry out other outreach strategies that could include social media posts, community marketing activities, and other innovative promotional strategies. The Financial Literacy Intern will cultivate professional interactions with potential customers at One-Stop Centers and assist the Financial Coach in providing services prescribed by the Program. The applicant must have some basic knowledge of financial literacy related activities and principles of coaching. The applicant must have excellent customer service and communication skills, as well as be able to work efficiently and independently or collaboratively when the role requires self-sufficiency or team collaborations.

Through a Virginia Community College System grant, *SkillSource* has been selected to implement the Virginia Financial Success Network (VFSN) model. The grant award will support a part-time (up to 20 hours per week) Financial Literacy Intern to connect Northern Virginia jobseekers with workforce and education services, income support services and financial services education. Jobseekers enrolled in the Workforce Innovation and Opportunity Act (WIOA) programs will be eligible to participate in services that are integrated and delivered in a bundled manner, reinforcing one another and providing a multifaceted strategy that supports jobseeker needs. This grant initiative will end in September 2018.

Responsibilities and Tasks:

- Conduct orientation sessions that explain the services of the VFSN program for eligible participants.
- Work with WIOA case managers to identify eligible participants for the study and conduct outreach.
- Engage in ongoing contact and follow-up with participants to track their financial progress.
- Administer assessments required by the study.
- Assist the Financial Coach with the provision of services designed to improve financial literacy.
- Assist the Financial Coach to collect, input, track and report required participant data, as well as stories and successes of program participants.
- Assist the Financial Coach with monthly reports on VFSN activities and client outcomes.

- Conducts and participates in outreach activities to WIOA job seekers in the Northern Virginia region, particularly Prince William County, to inform them of the program.
- Other tasks and duties as assigned

Required Qualifications:

The VFSN Financial Intern must possess the following background and characteristics:

- Must be 18 years of age or older.
- A High School Diploma or GED is required. A student currently pursuing an Associate or Bachelor’s Degree is highly desired.
- Possesses excellent written and customer service skills.
- Some knowledge regarding financial literacy and coaching.
- Highly motivated, innovative problem-solver, organized, and has the ability to work independently as well as collaboratively.
- Strong work ethic, integrity, maturity and good judgment, an ability and willingness to multi-task, a great sense of humor and excellent proficiency in Microsoft Office products.
- Access to and utilization of a privately-owned automobile for travel throughout the Northern Virginia region, particularly in Prince William County. (All business mileage will be reimbursed at the IRS-approved mileage rate).

The VFSN Financial Intern reports to the VFSN Financial Coach, and will also closely collaborate with the Prince William Workforce Center Manager and the WIOA Employment and Training team at the Fairfax County Department of Family Services, the *SkillSource* One-Stop Operator. This position is up to a 20 hour per week commitment.

Compensation/Benefits:

Hourly Salary: \$12/hour for up to 20 hours per week. Participation in company 401 (k) Plan subject to eligibility. The Internship will last until December 31, 2017, with *SkillSource* having an option to renew the position.

Background Checks:

A Criminal Background Check may be conducted for this position, with prior approval by the applicant.

Location: This position will be based at the Prince William Workforce Center located at 13370 Minnieville Road, Woodbridge, VA 22192. Free parking will be provided to staff. Frequent travel throughout the Northern Virginia region is expected and required, with Business-related mileage reimbursement by *SkillSource*.

The *SkillSource* administrative offices are located at 8300 Boone Boulevard, Suite 450, Vienna, VA 22182. More information about The *SkillSource* Group, Inc. is available at www.myskillsource.org.

How To Apply:

Send a letter of application and resume to The *SkillSource* Group, Inc., attention Ms. Seema Jain, to the SSG mailing address: 8300 Boone Boulevard, Suite 450, Vienna, VA 22182 or by email to info@myskillsource.org.

The application deadline is Friday, July 28, 2017 at 5:00 p.m. EDT.