



## **Financial Inclusion and Opportunity Program Assistant**

### **Position Logistics:**

Location: Remote volunteer position with some in-person coaching opportunities. (Boise, Idaho IRC location: [7291 W Franklin Rd, Boise, ID 83709](https://www.rescue.org/volunteer-opportunities/boise-id))

Start Date: September 2020

Time Commitment: 4-6 months minimum, longer term preferred

Work Hours: 5-15 hours per week, flexible, with willingness to work outside of business hours as needed

This position reports to: Senior Economic Wellbeing Programs Coordinator

Where to apply: <https://www.rescue.org/volunteer-opportunities/boise-id>

**Please submit a resume and cover letter**

**Important Note:** This is a volunteer position.

### **Background:**

The IRC is an international non-profit that responds to the world's worst humanitarian crises, helping people survive and rebuild their lives, leading the way from harm to home. Since the Boise office opened in 2006, IRC Boise has resettled over 3,600 refugees and asylees, and provided aid to the broader Boise community. The IRC in Boise is working to meet refugee and immigrant community needs during the COVID-19 global pandemic, particularly in the areas of employment services, digital access, and COVID-19 resource creation and distribution for students and families.

### **Scope of work:**

The IRC in Boise's Employment & Economic Wellbeing Team provides early employment, job readiness training, financial education and career development services to ensure clients achieve self-sufficiency and economic independence. The Financial Education program, funded by a grant from Wells Fargo, assists clients in their navigation of the American financial system, through 1:1 coaching sessions with initial and extended clients, financial classroom education, and access to auto loans through IRC's Center for Economic Opportunity.

**IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.**



## **Project Description:**

The purpose of the Financial Inclusion volunteer position is to support IRC clients in achieving lasting economic stability and financial self-sufficiency in the United States. The volunteer position also provides an opportunity to gain a deeper knowledge of the IRC and the U.S. refugee resettlement program more broadly.

## **Essential Position Functions:**

- Liaise with tax representatives, clients, and interpreters to provide coaching on tax process and help clear pending tax issues  
Teach or co-teach financial literacy lessons on topics including creating a budget, taxes, debt management, personal banking, avoiding predatory lending products, etc.
- Conduct basic budgets with clients
- Teach Introduction to Credit course in group or 1-on-1 settings on an as-needed basis
- Design and edit lesson plans on financial literacy topics
- Accompany clients to local banks to open bank accounts and/or secured credit cards

## **Qualifications:**

- Commitment to the goals and philosophy of IRC
- Strong written and verbal communication skills
- Possess a great attention to detail and organizational skills
- Strong sense of personal initiative and ability to work independently
- Interest in personal finance and financial literacy
- Experience working with multicultural populations

## **Preferred Qualifications:**

- Background in finance, banking, accounting, consumer protection, or other relevant fields
- Proficiency in a foreign language spoken by our client population is a plus (Swahili, Kinyarwanda, Arabic, Dari, Farsi, Tigrinya, Burmese, Spanish)

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