



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: www.wcac.net

Program Coordinator, Bank On, Part Time (20 Hours)

WCAC seeks to hire a Program Coordinator to assist with the development of the Bank On Worcester County Initiative over the next year. The successful candidate will provide administrative support, to include: coordination of multiple working groups, collection and preparation of data for analysis, and distribution of marketing and promotional materials.

Qualifications:

- High school diploma or equivalent. Bachelor's degree or equivalent experience preferred.
- Strong administrative and organizational skills required.
- Strong written and oral communication skills required.
- Proficient use of Microsoft Office with emphasis in Outlook, Word, Excel and PowerPoint required.
- Attention to detail and the ability to multi-task are essential.
- Must work well with coalition members, staff and community partners.

Other Requirements:

- May be asked to attend meetings and activities in support of the agency outside of the normal business hours.

Duties and Responsibilities:

- Must work well with coalition members, staff and community partners.
- Manage calendar and contact lists of four working groups. Schedule and prepare for meetings (i.e. printing agendas, minutes) and follow up with phone calls when necessary.
- When possible, attend working group meetings and provide support to working group leadership.
- Choose one working group to participate in regularly.
- Compile notes from working groups to be provided to the Leadership team.
- Provide administrative support to the Bank On Project Director and Assistant Project Director, as needed.
- Collect in-depth local research on the unbanked and underbanked community to develop the Bank On marketing campaign.
- Follow-up with coalition members to collect and aggregate evaluation data. Compile report and make available to Leadership team in a timely manner.
- Assist with the design and coordinate the purchase and distribution of marketing materials for the initiative.
- Create a shared calendar of financial education opportunities to be shared with community partners.
- Assist with kick-off press event; coordinate with Worcester Free Tax Service Coalition.
- Participate in planning for the training of bank staff.
- Develop Bank On content to be used in E-Newsletters or WCAC's Web site.
- Other duties may be assigned by the Project Director or Assistant Project Director.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to hr@wcac.net. AA/EOE. **Resumes must be received by November 17, 2017.**