

FAMILY ECONOMIC SUPPORT OFFICE/ VITA COORDINATOR

The FESO (Family Economic Support Office) Coordinator is an employee of Barry County United Way who provides complex information regarding financial stability and referral services for employees in the FESO company network and the Barry County Community as a whole.

Provides coordination of the Barry County VITA (Volunteer Income Tax Assistance) program.

The FESO/VITA Coordinator will support Barry County United Way's mission "To improve lives by mobilizing the caring power of Barry County communities."

A minimum of a high school diploma or GED is required, associated or higher preferred.

Computer literacy is required (word, excel and power point). Ability to maintain IRS requirements for tax assistance and grant writing, grant reporting, relationship building, data analysis, self-starter, customer service.

Key job components include:

- Coordination of VITA program – volunteer management/recruitment, grant administration.
- Lead the development, writing and submission of grant proposals to federal, state and private funding agencies.
- Provide worksite-based support to assist employees in accessing community resources, training, and tools to overcome barriers to retaining employment.
- Promote on-site financial wellness programming to area employers through various methods of outreach; including public speaking, mailings and marketing materials.
- And other duties as assigned.

What we look for in a candidate:

- Passion for Barry County United Way's mission
- Demonstrated commitment to empowering others
- Excellent written, spoken and presentation skills
- Ability to work effectively both independently and in a team environment
- Ability to multitask, prioritize work effectively and consistently meet deadlines
- Strong interpersonal skills and commitment to a positive and professional manner at all times

Compensation package

- Salary range \$45,000 - \$50,000
- Health insurance paid 100% for employee
- 136 hours PTO available to accumulate in first year
- 12 paid holidays

Submit resumes and references to Lani Forbes at the Barry County United Way Office - 231 S. Broadway, Hastings or by email.