

## *Willmar Area Multicultural Market (WAMM)*

### **JOB DESCRIPTION**

**Job Title:** ACCION Field Coordinator  
**Department/Location:** West Central Integration Collaborative  
**Reports To:** WCIC Director  
**Position FTE:** .50  
**Date:** 5-Aug-08

**Summary:** *(A brief description that summarizes the overall purpose and objectives of the position.)*  
Provide financial education and consultation for ACCION-USA. Provide recruitments, hand on support for applicants, financial education, and work with local partners providing assistance to credit builder applicants.

**Essential Duties and Responsibilities:** *(The tasks, duties, and responsibilities of the position that are most important to get the job done and the frequency.)*

- ◆ Develop a plan for delivering ACCION services in the community
- ◆ Market ACCION-USA program to community
- ◆ Make referral to local bank for ACCION
- ◆ Provide information regarding the loan program to community
- ◆ Assist prospective clients in applying for ACCION loans
- ◆ Assist clients with internet access and completing paperwork related to financial services including but not limited to business plans, loan applications, marketing plan and tax services
- ◆ Keep accurate and update record, files, and class information including students registration, attendance, completion.
- ◆ Recruit individuals to program
- ◆ Researches/develops and presents Financial Literacy courses
- ◆ Develops promotional material for and markets the Financial Literacy course
- ◆ Other duties as assigned.

**Knowledge and Skills:** *(The minimum competencies for job performance.)*

- ◆ Independent able to exercise good judgment use critical thinking skills, and problem solving techniques, decision making skills.
- ◆ Working knowledge of computers software and other database programs
- ◆ Excellent written and oral communication skills
- ◆ Strong organizational, time management, relationship building and communication skills.

**Education/Training/Experience:** *(The minimum level of education and experience required for the position.)*

- ◆ Associate degree and/or Bachelor's Degree preferred
- ◆ Experience in teaching adult or community education, background in education and/ or business administration or finance.
- ◆ Bilingual in Spanish / English preferred

**Supervisory Responsibility:** *(The scope of the person's authority, including a list of positions and number of people that report to this position.)*

- ◆ Some room for discretionary and independent actions.
- ◆ Often provides information and suggestions which others use to make major decisions.
- ◆ No supervisory responsibilities.

**Working Conditions:** *(The environment in which the job is performed, especially any unique conditions outside a normal office environment.)*

- ◆ Work is typically performed in an inside, temperature-controlled environment.
- ◆ Work may require the stamina and capacity required by long hours including early morning, evening, and weekend activities.
- ◆ Business travel related to this position is required.