

SERVE YOUR COMMUNITY GROW PROFESSIONALLY

JOIN AMERICORPS AND MAKE A DIFFERENCE

NEO Skill Corps is currently recruiting for full and part time Member Service positions. We NEED individuals who are service oriented and ready to rise to the challenge of addressing the financial literacy, workforce development and adult literacy crisis in Northeast Ohio.

Benefits:

- Bi-weekly stipend
- Education scholarships upon completion of service year
- Student loan deferment during service
- Payment of interest earned on student loans during year of service
- Professional development training
- Community networking and relationship building

Duties (include but not limited to):

- Assess client's financial knowledge
- Instruct financial literacy curriculum
- Coach clients on limited financial matters
- Arrange guest speakers from financial industry and local businesses
- Data entry
- Facilitate adult education and workplace services workshops
- Provide contextualized learning materials
- Conduct pre and post instruction assessments
- Track client workforce goals and achievements

Qualifications:

- A minimum two year college from accredited college, **Bachelor's Degree preferred**
- Proficient with Microsoft Office software, especially Word, Excel and PowerPoint
- Good written and verbal communications skills
- Public speaking experience
- Experience working with adults with diverse backgrounds **preferred**
- Ability to work with minimal supervision while meeting program objectives

Interested applicants should submit their resume to Sandra Buckner, Program Manager at sbuckner@universitysettlement.net