

## Financial Support Specialist-Part Time

### Position Description

If you are looking for a rewarding position for an organization that supports our community by helping individuals and families experiencing a crisis by offering non-judgemental 24/7 support, keep reading!

CommUnity is a grassroots organization that is proud of its origins, and our proven ability to develop and grow strong programs to meet needs locally and nationally. CommUnity offers a dynamic work environment, fosters flexible work schedules, and strongly emphasizes a culture that values and recognizes our outstanding team members. Every day is a little different from the last.

**Position Overview:** The Financial Support Specialist supports the administration of services to Johnson County families to assist with basic needs such as clothing, local transportation, housing, utilities, prescriptions, employment, and identification. They are responsible for facilitating the daily operations of the Financial Support Department with unconditional positive regard and ensuring quality service delivery to all community members. This position reports to the Financial Support Coordinator. The Specialist should be passionate about asserting human dignity, reducing food insecurity, and providing trauma-informed support.

### EXAMPLES OF DUTIES:

- Assists the Financial Support Coordinator with maintaining financial assistance records and ensuring the database is current for reporting.
- Maintains referral resources and communication materials.

- Assists Financial Support Coordinator with interviewing and training staff and volunteers.
- Provides direct services and answers questions in-person and on the phone

**Reports to:** Financial Support Coordinator

**Requirements:**

- Ability to model a client-centered, compassionate, non-judgmental approach
- Ability to respond immediately and constructively to crisis situations in a calm, positive manner
- Detail-oriented with strong organization skills
- Experience with Microsoft Office, especially Excel, and electronic databases
- Ability to work independently and also as part of a team
- Ability to work between the hours of 8:30am-4:30pm Monday - Friday
- Possesses personal attributes such professionalism, integrity, enthusiasm, respect, and humor
- Dependable transportation

**Desired Qualifications:**

- Some post-secondary education or commensurate experience
- Experience in a volunteer-driven social service organization
- Dual fluency in English and Spanish, French and/or Arabic

If you have questions about the position or want to apply by sending a CV & Resume please use the following email: [elliott.tucker@builtbycommunity.org](mailto:elliott.tucker@builtbycommunity.org)

Job Type: Part-time

Expected hours: 20 per week