
UNITED WAY OF NORTHERN NEW JERSEY

Coordinator, Financial Stability – Bilingual

United Way of Northern New Jersey is seeking a bilingual staff person to support its work to achieve racial and financial equity for those individuals and families struggling to make ends meet, including **ALICE**[®] (Asset Limited, Income Constrained, Employed) and those in poverty.

United Way of Northern New Jersey is one of 1,800 United Ways around the world. Each United Way is an independent entity that serves a specific community. This United Way serves a five-county region including Morris, Somerset, Suburban Essex, Sussex, and Warren counties.

United Way raises funds and invests in solutions that positively impact the people in our community. We're investing in ALICE's future in the workplace, at home, and across the community.

Broad Function/Purpose:

As part of the Equity and Innovation Team, which is dedicated to fortifying United Way Northern New Jersey by elevating stakeholder experiences at all touchpoints, this role will focus on tax and financial education, outreach, asset building and workforce development with both English and Spanish speaking populations (bi-lingual in English and Spanish required).

Responsibilities and Essential Functions:

The Financial Stability Coordinator will

- Find and create financial and tax education content to include general information and specialized content for different audiences (e.g. self-employed individuals, people starting a new job, first-time homebuyers etc.)
- Deliver financial and tax education in person and through virtual platforms
- Implement volunteer financial coaching
- Support the Volunteer Income Tax Program (VITA) tax program through staffing of drop-off sites
- Promote savings and offer savings strategies and incentives to tax clients
- Train tax prep volunteers to talk about savings with tax clients
- Promote the tax and financial education programs to nonprofits, businesses, and educational organizations
- Assist in recruiting tax prep volunteers
- Develop a year-round communications plan to educate and inform tax clients on financial stability topics
- Connect tax clients to asset building opportunities
- Recruit and train financial coaches
- Support recruitment and training of career coaches
- Create and strengthen partnerships with organizations doing related work



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This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



United Way
of Northern New Jersey

Qualifications:

- Experience with tax, financial education and workforce development preferred
- Knowledge of community organizations and resources
- Ability to certify at the Advanced level for tax preparation with the IRS
- Demonstrated ability to communicate verbally and in writing in both English and Spanish
- At least three years of hands-on work experience
- Outstanding time management skills
- Valid driver's license and reliable car
- Ability to lift 25 pounds

Job Type: Permanent, full-time with benefits

Salary: \$50,000

Work Environment:

- This job function uses standard office equipment, such as computers, phones, printers and photocopiers
- A combination of remote and onsite work
- Ability to travel to tax sites
- May require evening and weekend work hours

Submit resume and cover letter to:

Lynn.Weckworth@UnitedWayNNJ.org



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