



*RIVERWORKS DEVELOPMENT
CORPORATION*
526 East Concordia Avenue
Milwaukee, Wisconsin 53212

POSITION DESCRIPTION – Financial Opportunity Center Program Assistant

Organization: Riverworks Development Corporation (RDC) is a dynamic and growing nonprofit community economic development corporation focusing its efforts in the Riverworks Center area, Harambee and Riverwest neighborhoods. Riverworks Development Corporation increases community prosperity by promoting strong public, private and community partnerships, pursuing positive development opportunities and offering innovative job creation and workforce development programs that link neighborhood residents with area employers. Background: RDC is committed to building our workforce partnerships initiative in a coordination with our Financial Opportunity Center (FOC), which provides a supportive and resource-rich environment where low and middle-income families can access employment and career advancement opportunities, income supports, and financial tools and services. Through a new approach of outreach, coordination, coaching, and a set of bundled services, FOC's assist employers' needs and participants in reaching economic stability. The primary goal of the Financial Opportunity Center Program Assistant is to provide administrative and program support for the workforce development activities, Financial Opportunity Center and other programmatic support. This position reports directly to the Director of Workforce Partnerships.

Position: Financial Opportunity Center Program Assistant

Status: Hourly Full-time Position

Responsibilities and Activities

- Manage outcome tracking system, manage program projects and maintain client files. Assist Program Team with reporting and documentation requirements.
- Provide programmatic and administrative support:
 - Programmatic support includes assisting with workforce/financial workshops, events;
 - Conduct Intakes for new clients;
 - Coordinate community outreach meetings/workshop.
 - Coordinate program development of VITA, Youth and Neighborhood Ambassador programs;
 - Assist the Director of Workforce Partnerships with programmatic support of the Business Improvement Districts (BID)
 - Provide administrative support for the home buyer program
- Administrative support shall include tracking & reporting ETO databases, completing reports and keeping files up to date.
- Assist in managing the worker pool, the employment board and other job placement activities.
- Assist clients in applying for appropriate benefits, tax preparation services and advocate on their behalf with other benefits agencies.
- Provide basic information and referrals for clients.
- Respond to general workforce and FOC program inquiries and handle phone and email correspondence.



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- Serves as the gatekeeper to the workforce and FOC programs and relates effectively to the public and the staff in a positive and professional manner.
- Assist clients with researching career paths and finding job openings.
- Identify specific skills required for employment.
- Identify training to help clients obtain specific skills to qualify for a career job.
- Assist clients with job applications and interview preparation processes.
- Other tasks as assigned by the Director of Workforce Partnerships.
- Perform all other duties as assigned by the Executive Director.

Skills, Knowledge & Abilities:

1. Bachelor's degree from a four year college or university. A degree in Social or Behavioral Science, Social Work or related field or major is preferred.
2. Strong organizational and interpersonal skills and ability to work with a team.
3. Some case management experience with a social services agency is a plus.
4. Computer skills including Microsoft Office applications (Word, Excel, Publisher, Outlook, and Access (especially data entry).
5. Strong verbal and written communication skills.
6. Interface with the staff of the in order to ensure that our clients are receiving the appropriated services and information.
7. Experience in the clerical support field (3 years' experience preferred).
8. A self-starter who takes initiative and who is flexible.
9. Enjoy working with and for a diverse community, with strong interpersonal skills.
10. Multi-task oriented; professional, dependable, respectful and patient.
11. Preferable live in the City of Milwaukee

Riverworks Development Corporation is an equal opportunity employer.

Position: Financial Opportunity Center Program Assistant

Salary: Commensurate with experience, good benefits package

Availability: Position is open until filled

Please Fax, Mail or Email resume, cover letter, references, and salary history to:

Travis D. Evans, Director of Workforce Partnerships
526 E. Concordia Avenue Milwaukee, WI 53212
Fax: (414) 906.9646
Email: travise@riverworksmke.org