



POSITION SPECIFICATION

<u>POSITION TITLE:</u>	Neighbor Works VISTA – Housing Specialist Financial Capabilities
<u>LOCATION:</u>	Chicago, Illinois
<u>THE COMPANY:</u>	<i>Neighborhood Housing Services of Chicago</i>

Established in 1975, Neighborhood Housing Services (NHS) of Chicago is a non-profit neighborhood revitalization organization committed to helping homeowners and strengthening neighborhoods. Our mission is to create opportunities for people to live in affordable homes, improve their lives, and strengthen their neighborhoods.

NHS is a 501c3 non-profit corporation which includes five separate legal entities: Neighborhood Housing Services, Neighborhood Lending Services, Neighborhood Redevelopment Corporation, Neighborhood Redevelopment Corporation Initiatives, and Neighborhood Housing Services of the Fox Valley.

SCOPE AND RESPONSIBILITIES:

The VISTA will enhance our current Financial Capabilities program by developing new program curriculum, workshops, outreach strategies and marketing plans.

Specific Responsibilities:

- Research existing financial capability programs/best practices to help inform development of NHS' new educational programming. Alternatively, based on VISTA's research, NHS could choose to adapt an existing financial capability model to its client needs.
- Develop and implement an outreach strategy that reaches pre-purchase client and existing home owning audiences to encourage them to participate in financial capability programming.
- Develop tool to monitor participation in new financial capability programming and measure impact on financial well-being (based on some initial baseline) of participants over time.
- Support initial planning and implementation of new financial capability programming; help assess and adapt initial marketing strategy as necessary; help revise program content based on initial program feedback; help make initial evaluation of program effectiveness.
- Support the NHS Working Group on Financial Capability in the development of a theory of change to frame who NHS wants to serve, the financial capability services needed to meet the needs of the target population and the results to be achieved to positively impact the financial security of the target population.
- Support the NHS Working Group in the development of an integration strategy and program design process to identify and plan for new financial capability services, improvement of existing services, or expansion of existing services to reach more of the target populations.
- Develop a Program Guide and Toolkit.
- Support development of improved mechanisms for evaluating the content and effectiveness of NHS' financial capability programming including approaches for surveying/interviewing a sample of participants to after a period of time to see if/how they used program guidance to make changes in financial behaviors and decision-making.
- Support development of internal communication tools and external partner communication methods and outreach strategies to create or increase awareness of NHS financial capability services.

EXPERIENCE / SKILLS REQUIRED:

- Associate's degree ***required***, Bachelor's degree ***preferred***.
- 2-4 years of experience in housing, community and economic development and neighborhood revitalization.
- Proficiency in Microsoft suite
- Ability to communicate effectively both orally and written.

NHS is an Equal Opportunity Employer committed to a diverse and talented workforce.

*******This is a Neighbor Works VISTA opportunity that's funded through Neighbor Works American and will start August 2016 and end December 2017*******

CONTACT INFORMATION:

Interested applicants should apply via the following url for consideration:

https://workforcenow.adp.com/jobs/apply/posting.html?client=NHSORG&jobId=106060&lang=en_US&source=CC3