



**PRIMAVERA FOUNDATION // PROVIDING PATHWAYS OUT OF POVERTY**  
JOB POSTING

151 W. 40<sup>th</sup> Street  
Tucson, AZ 85713

**Job Title: Financial Capabilities Specialty Programs Assistant**  
**Reports To: Director of Financial Education/Co-Director of HomeOwnership Program**  
**Hours: Half-time, 20 hours per week, flexible to meet the needs of the program**  
**FLSA Status: Non-exempt**

### **PROGRAM DESCRIPTION AND JOB SUMMARY**

The Primavera Foundation is a non-profit community development organization that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. The Primavera Foundation's HomeOwnership Program provides a variety of services to assist individuals and families with long-term financial stability, including financial education offerings, first-time homebuyer and lending process assistance, and homeownership counseling services. Primavera provides targeted financial capabilities programs including but not limited to Her Family/Su Familia, a special program for single mothers and their children designed to financially empower and build assets of these families, and Mis Abuelitos, a special program for grandparents raising grandchildren designed to financially empower and build assets for both generations. The Financial Capabilities Specialty Programs Assistant will provide clerical, administrative, and program support. The successful candidate will be a supportive team player, fast-paced, highly detail-oriented, and driven to work with the Director to help the program and participants achieve successful outcomes.

**DUTIES AND RESPONSIBILITIES** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership):

- Answer all inquiries regarding the Financial Capabilities specialty programs, respond knowledgeably and positively to questions from the public regarding specialty program eligibility requirements, and provide other information relating to the program.
- Attend and provide program information in the weekly customer orientation sessions in both languages (English/Spanish).
- Schedule participants for specialty program classes, inform participants on steps to follow up along the process, provide follow-up confirming class enrollment, intake appointments, missed classes/appointments, and other correspondence as necessary.
- Assist with program events including set-up, booth attendance, and clean-up, which includes some Saturdays.
- Assist with recruiting new program participants and support them to accomplish financial goals.
- Assist Co-Director with coordination of presenters and volunteers for financial and homebuyer education classes including specialty program classes and workshops.
- Support marketing efforts for the Financial Capabilities programs.
- Assist staff with making copies of participant information for the files.
- Efficiently perform administrative duties such as filing, faxing and copying, and program tracking using Excel and customer database.
- Cross-train with HomeOwnership Program Assistant to ensure coverage.
- Interact with collaborative program partners and coordinate activities as requested.
- Comply with all administrative rules governing policies, procedures, and programs.

- Adhere to and demonstrate Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Other duties as assigned by leadership.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent written, verbal, and interpersonal skills
- Computer literacy/proficiency
- Ability to multi-task , demonstrate resourcefulness and flexibility
- Ability to deliver highly-efficient administrative services and support
- Ability to work harmoniously and compassionately with diverse populations
- Ability to work flexible hours (some evenings and Saturdays)

## **MINIMUM QUALIFICATIONS**

- Two years of administrative experience
- Demonstrated proficiency with computer programs including Microsoft Office software, database programs, and Internet
- Valid driver's license, clean driving record, and access to reliable transportation (for attending events, meetings, and presentations in the community)
- Bilingual (fully fluent in English and Spanish). Must be able to write, read and speak fluently.

## **PREFERRED QUALIFICATIONS**

- Two or more years administrative experience in sales, non-profit and/or social service settings

## **PHYSICAL ENVIRONMENT/CONDITIONS**

- Busy office environment with moderate noise level.
- Use of standard office equipment, including multi-line phone system, copier, scanner, fax, computer.
- Ability to sit, stand, bend, stoop, and lift/carry up to 20 pounds

**(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)**

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

**To apply for this position, please submit a cover letter and resume via email to [jobs@primavera.org](mailto:jobs@primavera.org).**