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*Community Action Partnership of Lancaster and Saunders Counties is a private,*

*not-for-profit organization with the belief that extraordinary employees have the power to*

*positively transform lives and communities. We value people who are passionate, ethical,*

*and dedicated to empowering those living in poverty to reach economic stability.*

**Part-time Financial Well-Being Program Assistant**

**(25 hours per week)**

Support the general operations of the Financial Well-Being Programs at Community Action (Tax Prep, Free to Save Matched Savings, Opportunity Passport, and Financial Coaching) by supporting the data tracking process. Share program information internally and externally. Support the participant recruitment and application process.

Primary duties will include:

* Data entry of participant and service information.
* Distribute information relating to Financial Well-Being programs and specific classes or opportunities within Community Action’s program and employee network.
* Support the participant application and intake process; distribute applications as requested, review applications, address questions relating to eligibility. Send acceptance/denial correspondence.
* Facilitate participant scheduling and event reminders for coaching sessions and educational classes.

High school diploma or GED required. Work experience in an office setting preferred. Ability to read, write, and communicate English effectively is required.

You will find complete job listing and details at the following websites:

*Communityactionatwork.org*

*Careerlink.com*

*Neworks.nebraska.gov*

**Resumes and cover letters should be sent to:**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation or gender identity, disability, sex, age or any other status protected by state or federal law.