

Volunteer Consultant Job Description

SUMMARY:

Since 1973, the Mission Economic Development Agency (MEDA) has engaged individuals and small businesses in community strategies that lead to personal asset creation and equitable economic development in the Mission District. MEDA primarily serves low-income clients, focusing on the Latino and/or Spanish-speaking community. In accomplishing its mission, MEDA is involved in five distinct activities: small business assistance, homeownership education and counseling, foreclosure intervention counseling, financial capability coaching, and free tax preparation services.

MEDA is looking for volunteers who have a specialized skill that can be offered pro bono. This volunteer is to assist MEDA in its objective to serve low income families and small businesses by using their specialized skill. The volunteer will provide consulting and technical assistance where needed and be part of the MEDA team.

Although all volunteer applications will be accepted and considered, volunteer consultants' whose skills are applicable to the following programs are most welcome:

- *Business Development*
The Business Development program provides one-on-one business technical assistance and group workshop curriculums in both English and Spanish. It offers micro-entrepreneurs one-on-one consultations, workshops, and access to micro-loans tailored to their specific needs. It collaborates extensively with San Francisco childcare network to integrate business curriculum into existing training and support programs for childcare providers to develop childcare businesses.
- *Homeownership*
The Homeownership program provides one-on-one counseling sessions and group workshop curriculums in both English and Spanish. Offers financial education, credit counseling, information on mortgage assistance, and foreclosure intervention counseling. Homeowners also learn how to protect themselves from predatory lenders. It is an active member of the San Francisco Homeownership Collaborative and advocates for affordable housing.
- *Financial Education*
The goal of the financial education program is to enable low- and moderate – income Latino families to gain understanding of personal finance so they can work towards attaining their financial goals and strengthening lifelong financial management skills. The program includes an education workshop offered in English and Spanish, and one-on-one sessions in which goal setting, relationship design, and action planning take place. The financial education program will help MEDA participants adopt positive attitudes and behaviors for effective money, credit and asset management, contributing to their financial well-being and self-sufficiency.
- *Tax Preparation Program*
The main goal of the self-employed tax education workshop is to help those who are self-employed with their profit and loss statements by establishing a simplified accounting

system and explaining the tax responsibilities of being self-employed. This program includes a workshop that is offered in Spanish twice a month during tax season and individual coaching sessions with clients in order to involve and empower the clients during the tax preparation process.

- *Community Organizing*

The Community Organizing program engages and mobilizes the community around public policy issues that advance the asset building agenda of San Francisco's Latino residents and merchants. Promotes the ability to be economically self-sufficient through research, organizing and advocacy efforts on issues related to community land-based planning, community asset building, and citywide policy initiatives.

In order to volunteer:

Fill out our application at www.medasf.org/volunteer and submit by email or fax to Eric Brewer-Garcia at:

Email: ebrewergarcia@medasf.org

Fax: 415.282.3320