



Title: **CAR OWNERSHIP COMMITTEE MEMBER**
Reports To: Car Ownership Program Coordinator
Type: Volunteer Position
Duration: Ongoing

Position Summary:

Help low-income individuals and families seeking a car loan by serving with finance professionals and community partners to review and discuss loan applications. Community Action Partnership of Ramsey & Washington Counties assists 50 limited-income families a year to obtain an automobile. We provide a 0-to-5% interest loan and guide participants through the car buying process.

Benefits of Volunteering:

Opportunity to help limited income people remove a barrier to employment. Network with banking and finance professionals in our community and learn about the loan application process. Knowledge that you are helping families thrive!

Essential Functions:

Duties & Responsibilities:

- Join the Loan Committee and staff to review loan applications, monthly budget, credit history, etc. of applicants. Determine if applicant is strong candidate to repay the loan
- Other duties as assigned

Safety: Responsible for conducting all duties in a safe manner.

Affirmative Action: Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

Qualifications:

Education & Experience:

- Must be at least 18 years of age
- Experience in finance, accounting, investments, banking, loans, social services, credit services, non-profits or a related field is required

Abilities & Skills: In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Financially literate
- Understanding of or willing to learn about poverty
- Able to analyze applications or learn quickly
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Must successfully pass a criminal background check and provide references

Physical Requirements:

Normal office requirements

Mental Requirements:

Ability to review and discuss loan applications

Environmental Requirements:

Normal office environment

Time Commitment:

2 - 3 hours per month for 6+ months. Meetings occur twice per month on Tuesday from 11am-Noon/12:30pm, required to attend at least one meeting per month.

Location:

Meetings occur in St. Paul and occasionally in Oakdale, MN.

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

1101 Geneva Ave North, Oakdale, MN 55128

REGISTRATION INFORMATION:

Complete an Ongoing Registration Form at www.capr.org/volunteer and email/scan resume & references to volunteers@caprw.org

Questions? Email or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people's lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit www.capr.org to learn more.

Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.

2019