



No Recruiters/Agencies and No phone calls please

Community Coordinator of Financial Empowerment Services

The YWCA is committed to helping improve women's lives and removing barriers to self-sufficiency through child-care, parenting skills, financial literacy and health services. This position plays a critical role in our ability to achieve that objective.

The **YW Financial Empowerment (FE) program** helps lower-income individuals and families achieve self-sufficiency. Through financial education, personal coaching, stabilization of income and matched-savings products, participants begin to acquire assets to move out of poverty. The FE program helps individuals and families shape their attitudes and values about money build the skills needed to initiate sustainable change. Benefit Screening is offered through the YW Self-Sufficiency Calculator (SSC), a screening tool to help working adults maximize their income by identifying potential benefits and tax credits that may be available to them as they plan for self-sufficiency. Primary outcomes include:

- Strengthening financial knowledge & skills
- Managing personal finances
- Utilizing mainstream financial products
- Increasing savings/decreasing debt
- Acquiring assets

The **Community Coordinator of Financial Empowerment Services** is accountable for the execution of all education components within the FE program including securing host sites, promoting classes and coordinating course delivery in order to ensure program targets are achieved. The Coordinator works closely with the volunteer department to ensure workshops are scheduled as requested and executed per agency procedures. This position attends courses to monitor delivery as needed. The Coordinator works closely with the communications department to ensure partners, participants and stakeholders are aware of the FE program. All YW staff is expected to work collaboratively to operate a seamless referral and enrollment environment for participants; assists with other planned and/or new projects implemented and work to further the YW mission.

PRIMARY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Coordinates the execution of financial education activities to achieve program targets
2. Ensures individuals receive program services in accordance with established procedures
3. Provides community presentations and coordinates communications to ensure customers are aware of program offerings
4. Assists with client tracking, enrollment, data management and outcome reporting
5. Compiles outcomes reports
6. Establish and maintain strong partnerships with community partners
7. Leads/participates in special projects as identified
8. Ensures customers are satisfied with services
9. Supports agency mission, procedures and outcomes
10. Performs other duties as assigned

KNOWLEDGE/SKILLS:

Required:

- Bachelor's degree in social sciences, counseling, or related field (comparable experience may be substituted for education)
- Bilingual in Spanish and English – Read, Speak and Write Fluently
- Ability to perform basic math, accounting, & computer functions including Excel and Word
- Ability to communicate effectively, verbally and in writing
- Physical ability to be mobile and work in enclosed areas
- Previous experience working with community organizations and volunteers
- Previous experience in social services or project management
- Knowledge of financial management techniques
- Must be able to work a flexible schedule, including some evenings and weekends
- Ability to prioritize, multi-task and meet deadline

Preferred:

- Non-profit experience

We offer competitive compensation and comprehensive benefits, as well as an environment where your professional growth and advancement are cultivated. The YWCA of Metropolitan Dallas is an Equal Opportunity Employer.

For immediate consideration, qualified candidates should submit a resume with cover letter and salary requirements along with a completed YWCA application via email to jobs@ywcadallas.org or fax to 214.584.2320. The application can be downloaded from our website at www.ywcadallas.org (click on JOB OPPORTUNITIES).

YWCA of Metropolitan Dallas
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