

TEMPORARY-Women's Economic Empowerment Coordinator

Employment Type

Full-time

Beginning of employment

November 2022

Duration of employment

5 Months

Description

The Women's Economic Empowerment Coordinator helps refugee women achieve financial independence and economic success through financial counseling, targeted career development and educational coaching. The coordinator utilizes the Moving Ahead Through Financial Management curriculum to offer specific strategies to address financial challenges, as well as methods to understand financial fundamentals. The Women's Economic Empowerment Coordinator works with clients, community groups and partner agencies to coordinate services and ensure that women reach individual goals of economic self-sufficiency.

Responsibilities

- Conduct outreach to and recruitment of program participants; screen and assess interested participants for program eligibility
- Conduct comprehensive client intake and needs assessments
- Create individual development plans with each client, including the creation of both short term and long-term SMART goals focused on economic empowerment
- Tailor the Moving Ahead Financial Management curriculum to meet clients' individual needs
- Provide education on budgeting, saving, credit building, banking, investing, and debt management
- Offer specific strategies and resources to address financial challenges
- Provide one-on-one support through individual coaching and case management
- Develop and conduct financial literacy workshops
- Proactively facilitate both internal and external referrals as necessary to meet needs of program participants
- Provide program oversight through maintaining accurate records of program activities and preparing required reports
- Connect clients to employment and educational opportunities available in house and externally
- Occasionally work evenings and weekends

Qualifications

- Fluency in written and spoken English, with bilingual ability in any refugee language preferred
- Demonstrated understanding of key financial literacy Experience in financial counseling a plus.
- Bachelor's in finance, Social Work, or equivalent related to Adult Education with a minimum of 1 year of relative supervised work experience
- Computer competency in MS Windows and MS Word
- Demonstrated multi-cultural experience with working knowledge of refugee/immigrant community
- Strong ability to make presentations/deliver information in case management setting

- Commitment to the organization's mission to help refugees and Georgia thrive
- Valid driver's license with access to reliable vehicle with current insurance
- Criminal background check

Job Benefits

This is a temporary hourly position with a rate of \$20/hour for 35 hours a week, Monday-Friday. This position will be for a minimum of 5 months beginning in November 2022. To apply for this position, email your cover letter and resume to careers@newamericanpathways.org indicating Temporary Women's Economic Empowerment Coordinator in the subject line. No phone calls please.