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Women's Economic Empowerment Coordinator

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

Industry

Family Empowerment

Employment Type

Full Time

Working Hours

40 Hours Per Week

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
- Participate in public engagements and events that promote the organization, Family Engagement department, and its programs.
- Engage in effective program development, management, and evaluation processes to ensure success of program
- 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 concepts. 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 full-time, salaried position with an annual salary range of \$36,000-\$40,000. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. 14 paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).