

IDA Program Coordinator

Description

The Individual Development Accounts (IDA) Program helps low-income families improve their financial capability and build assets. The IDA Program Coordinator is responsible for providing effective and timely client services that are in accordance with federal regulations and guidelines for the Individual Development Accounts (IDA) Program grant. The IDA Program Coordinator assures contract compliance, including case file management and generating of all required reporting and provide direct services to clients as needed. This person will coordinate New American Pathways' Savings Match Program, which is an integral part of IDA program, and this involves collaboration with a banking institution to assist refugees as they save for assets such as post-secondary schooling and vehicles for employment or school purposes. If you want to make a difference and if you are someone with entrepreneurial mindset and skills sets as outlined here, this job is for you.

Industry

Forward Program

Employment Type

Full-time

Responsibilities

- Serve as a focal point and coordinate across community, clients, banks, relevant organizations, and service providers
- Coordinate program outreach activities and facilitate targeted informative sessions for interested individuals and households
- Determine client eligibility criteria, and coordinate application, enrollment processes and create client files for IDA/Savings Match Program including helping clients to open bank accounts
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- Provide Basic and Advanced Financial Literacy education to clients through one-on-one counseling and group workshops
- Facilitate and coordinate asset specific information and education sessions that are aligned with the program goals and curriculum
- Ensure client compliance in accordance with IDA Program requirements
- Maintain accurate client case files, case note logs, program databases, and other required paperwork
- Prepare detailed annual workplan, budget and ensure timely reporting in collaboration with finance
- Monitor the overall performance of the grants as well as individual performance of each client and review the program function to ensure that adequate progress is made towards achieving programmatic goals
- Attend all required meetings and trainings
- Other duties as assigned

Qualifications

- Bachelor's degree in education, finance, or non-profit management
- Experience with budgeting, accounting, or banking/finance
- Experience in handling financial literacy education – experience with IDA programs is a plus
- Proven ability to create and maintain Excel spreadsheets
- A personal passion to assist refugees and immigrants with their efforts to gain and maintain self-sufficiency through employment and financial literacy

education

- Sensitivity to cultural diversity
- Highly organized with a strong knowledge of database management and data management
- Knowledge of basic training design and proven presentation skills
- Proven written and verbal communication skills and excellent interpersonal skills
- Excellent written and verbal English language skills
- Ability to effectively manage, monitor and report high volume of detailed, confidential information
- Works well with minimal direct supervision
- Organizational and time management skills, ability to prioritize
- Flexibility and ability to problem solve
- Strong attention to detail
- Experience working as part of a team in a diverse, multicultural environment
- Technical: General Microsoft Office Suite (to include Excel and Word), Salesforce

Job Benefits

This is a full-time, salaried position with a salary range from \$40,000-\$45,000 based on experience. 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).

To apply for this position, email your resume to careers@newamericanpathways.org indicating IDA Coordinator in the subject line. No phone calls please.