



Catholic Charities: Family Success Center
Education Coordinator
Full-Time (40 hrs/wk) Non-exempt
Reports to: Director, Family Success Center

POSITION SUMMARY:

Catholic Charities' Family Success Center supports financial empowerment for individuals and families through a continuum of services. We currently offer group financial wellness workshops, personalized financial coaching, and matched savings accounts, with many exciting projects in the pipeline. Our philosophy of financial empowerment is that every person has experiences and knowledge to share, has the capacity to learn and change behaviors, and has the right to safe financial products and unbiased information to support their goals. This position is responsible for the educational needs of the clients we serve.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Coordinate financial education classes and serve as primary financial educator for the agency (including, but not limited to, monthly Saturday seminars, workshops for recently arrived refugees, Spanish language classes, one-time special topic workshops, other workshops, as the need arises, etc.).
- Provide personal one-on-one financial coaching services to clients.
- Recruit volunteers to assist with the delivery of financial education classes as needed.
- Coordinate education assessment models by assisting with creation of client assessment tools and regularly soliciting client feedback.
- Provide supporting documentation and outcome analysis for periodic reports or presentations for stakeholders both within the agency and for community partners.
- Participate in trainings and coordination meetings as requested by Supervisor.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties as assigned by Catholic Charities supervisor.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience required degree in human service / social sciences / adult education / finance field strongly preferred.
- Must be bilingual (Spanish/English) and bi-culturally competent.
- Excellent communication skills, both verbally and in writing in Spanish and English.
- 1-2 years of experience working with low income and/or high need client populations.
- Intermediate proficiency in all programs of Microsoft Office.
- Demonstrated experience working with low income and/or high need client populations.
- Ability to work with clients in a friendly, culturally responsive way. Respect for diversity and ability to work cross-culturally.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- For those without a financial background, should be a self-motivated learner ready to engage with these topics.

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- Certification as a Rent Well trainer is a plus.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Ability to support organizational and program specific mission and goals.
- Ability to lift 40 pounds.
- Ability to work early evenings (weeknights and some weekend days) as assigned.
- Satisfactory results from criminal, civil and/or motor vehicle background check required

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Submit your application, resume and cover letter at <https://catholiccharitiesoregon.applicantpro.com/jobs/>

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