

JEWISH FAMILY SERVICES JOB DESCRIPTION

JOB TITLE: IDA Program Coordinator
REPORTS TO: Employment & Economic Empowerment Programs Director
POSITION: Full Time

PURPOSE/SCOPE OF RESPONSIBILITY

Program coordination, case management, and training and technical assistance to promote financial literacy, savings habits, asset building of refugees and other eligible populations and to increase socio-economic development of their communities.

ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES

- Participates in the development and delivery of financial literacy training and asset-building training with individuals and groups.
- Provides individualized, culturally and linguistically appropriate services to create mutually agreed upon savings agreement plans and monitors client progress regularly.
- Monitors program progress and compliance and works as part of an interdisciplinary team to address challenges, meet expected outcomes, and maintain grant compliance.
- Maintains client-related documentation standards by preparing and completing in a timely manner all required records and reports for all assigned clients.
- Maintains attendance logs and completion documentation of clients' participation in financial literacy training and asset-building training
- Represents the agency while networking with community resources, financial institutions, and educational providers.
- Works closely with clients on barrier removal (problems preventing the clients from meeting program requirements), one-on-one and/or in group settings.

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

- Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
- Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.

- Contributes to effective use of agency resources by identifying and implementing options for cost containment.
- Contributes to team effort by accomplishing related results as needed.
- Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
- Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining a professional manners and appearance at all times.
- Maintains safe and clean working environment by complying with health and safety guidelines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in finance, education, or human services related field required.
- Must have working knowledge of Microsoft Office, Outlook, and databases
- Must have excellent organizational skills to work in a team-oriented, fast-paced environment
- Excellent networking, oral, and written communication skills
- Ability to work well with a diverse population of clients
- Dari or Pashto language fluency