



Bilingual Financial Education Program Coordinator

Job Description

Foundation Communities (FC) is a non-profit affordable housing provider. In addition to housing, FC offers a variety of financial programs that help low-income individuals and families attain and maintain financial stability. Our financial programs serve more than 30,000 people per year.

The Financial Education Program Coordinator is one of the main points of contact for FC residents to connect to our Financial Programs. The Coordinator organizes Money Management classes for residents and the community and helps residents apply for Utility and Emergency Assistance. The Coordinator also helps residents and community members navigate our financial programs.

Responsibilities – Money Management Classes

- Instruct money management classes in English and Spanish
- Train volunteers as class instructors
- Provide volunteer instructors with support leading up to and during classes
- Coordinate logistics for classes
- Work with FC property staff to inform residents of the classes
- Collect student information and track students for data reporting purposes
- Produce monthly program reports for internal and external use
- Coordinate quarterly credit counseling days at FC's housing properties for single adults
- Stay informed on new programs, tools and resources to share with students
- Suggest and implement improvements to the money management classes

Responsibilities – Utility and Emergency Assistance

- Review and process applications for Utility and Emergency assistance from FC residents
- Communicate with FC property staff about availability of assistance funds and referral procedures
- Track assistance awarded to ensure funds are available
- Communicate with resident applicants about status of application and further support as needed

Qualifications:

- Bilingual (English/Spanish)
- Excellent communication skills in both English and Spanish (oral, written and public speaking)
- Excellent organization and time management skills
- Prior experience teaching or working with adult learners
- Proficient in Microsoft Office applications

Position Information:

This is a full-time (40 hr/week), year-round, benefits-eligible position consisting of daytime, evening and Saturday hours. Travel between sites is necessary.

To Apply:

Please send a cover letter, three references, and resume to resumes@foundcom.org. Be sure to include the position or positions for which you are applying in the subject line and body of your email. No phone calls or in-person visits, please.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.