



Job Announcement Savings Program Coordinator

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 savings programs help people save for emergencies, college, and home purchase.

The ideal Savings Program Coordinator will be able to shift easily between daily program maintenance and broad, forward-looking program development. The position provides the opportunity to both learn from our established practices and innovate in order to meet FC's goal of revamping and scaling our savings programs. In addition to collaborating with community partners, the Coordinator will work closely with FC staff in our College Hub on saving for education, our Financial Coaching Program on saving for emergencies, and our affordable apartments on saving for home purchase.

Responsibilities include:

- Work with Outreach Coordinator to raise awareness of the savings programs
- Recruit program participants and screen them for eligibility
- Work with financial institution partners on best practices for opening participant savings accounts, distributing savings incentives, and monitoring account activity
- Help participants open savings accounts, deposit savings, and track progress toward savings goals
- Monitor and distribute savings matches
- Provide one-on-one support to help savings program participants achieve their savings goals
- Coordinate with internal staff and partner agencies to help savers access other financial programs and supportive services
- Enter data into client database and prepare data reports for internal and external stakeholders
- Develop and implement innovative program strategies including eligibility, savings incentives, and program requirements
- Participate in an on-going collaborative planning process that ensures all financial programs and services are best serving clients' needs
- Provide support in other program areas when necessary to achieve program goals

Qualifications:

- Excellent communication skills in both English and Spanish
- Excellent organizational skills and attention to detail
- Strong customer service skills
- Ability to develop innovative ideas that address client needs
- Proficient in Microsoft Office applications
- Ability to work evening and weekend hours when needed

Position Information:

This is a part-time (20 hour/week) year-round position and pays \$20/hour. It is located at the Community Financial Center-South (2600 W. Stassney Ln) and Community Financial Center-North (5900 Airport Blvd) in Austin, Texas.

To Apply:

Please send a thoughtful cover letter, three references, and resume to resumes@foundcom.org. Be sure to include "Savings Program Coordinator" in the subject line and body of your email. No phone calls or in-person visits.

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.