

**JOB DESCRIPTION**  
**FINANCIAL EMPOWERMENT PROGRAM COORDINATOR**  
**2022**

Job Title: Financial Empowerment Program Coordinator  
Reports To: Financial Empowerment Program Manager  
Job Status: Hourly, Part-time, 20hours/week, retirement, life insurance, 12 holidays  
Location: Remote

Britepaths is a non-profit organization dedicated to helping Northern Virginia residents meet their essential quality of life needs through food assistance, financial assistance, and mentoring programs. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable and diverse organization.

This position coordinates Financial Empowerment Classes at Britepaths' Financial Empowerment Center.

An ideal candidate could be a young professional, career switcher or retiree. Must be able to trouble shoot virtual zoom platform and other computer software. This position is fully remote, a reliable internet connection is required. Laptop provided. The work schedule is flexible. Core hours between 12-8pm Monday through Thursday. May have 3-4 evenings per week to manage virtual classes (taught by volunteer instructors). May have one 10am class to manage per week. Schedule is set 2 weeks in advance.

Must have excellent attention to detail, integrity, self-discipline and communicate well verbally and in writing. Must have a proven track record of strong organizational skills and meeting deadlines. Excellent customer service skills.

**Qualifications:**

An Associate's Degree is preferred. Must be proficient in Microsoft Office and Google Drive. Experience in data entry and database management preferred. Spanish speaking preferred.

**PRIMARY DUTIES**

- Schedule, open Zoom meeting, and complete the class attendance online form for the classes.
- Create Zoom link for each class and keep the current the FEC class schedule.
- Recruit volunteer instructors for classes among financial empowerment volunteers and bank partners.
- Send class presentation and calendar invite with Zoom link to volunteer instructors.
- Send email reminder with Zoom link and text reminder to registered participants.
- Add late registered participants to the CIVI group for each class.
- Register in Setmore clients for one-on-one coaching sessions or additional workshops.
- Send class presentation and calendar invite with physical address for in-person workshops to volunteer instructors.
- Complete class attendance for in-person workshops
- Send the wrap email to class participants and instructors for online & in-person workshops.
- Send flyers and reminders of upcoming classes and events to the FEC partners.
- Participate in information sessions to other organizations to promote FEC services.
- Ensure data entry and prepare report for outcomes (beginning July 2022).
- Ensure volunteer hours are captured in CIVI.
- Assist with grant reporting.
- Assist with financial empowerment volunteer recruitment and participate in volunteer training.
- Conduct follow-up surveys with mentoring clients.
- Assist with monthly Credit Report Review Clinics.
- Cover FEC google phone as needed.
- Participate in staff meetings, programs meeting and annual board & staff retreat.