

**Britepaths at the Financial Empowerment Center**  
**JOB DESCRIPTION – 2022**  
**Financial Empowerment Center Coordinator**

Position Title: FEC Coordinator

Title of immediate supervisor: Financial Empowerment Center Manager

Job Status: Full-time, mostly in-person, 30 hrs. per week, hourly rate, health benefits, 12 annual holidays

Location: Alexandria, VA

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.

An ideal candidate could be a young professional, a parent looking for less hours or a retiree. We can train a person with base skills, a team player, and a self-starter.

Under the supervision of the Financial Empowerment Center Manager (FECM) of Britepaths, serves as the Financial Empowerment Center Coordinator (FECC). This position assists FECM in managing volunteers, data entry, and compiling reports. *This full-time position will work 30hrs/week at the FEC in South County Government Center.* One day per month, FECC will be required to attend staff meetings and program meetings (virtually or at the Britepaths office in Fairfax). Personal transportation, internet, and phone are required. May require some evenings and one Saturday per month.

Skills preferred: Spanish speaking, resourceful, collaborative, excellent communications skills, professional demeanor, detail-oriented, listens well, and has a customer service attitude. Must be outgoing and enjoy interacting with the public. Comprehensive knowledge of using social media platforms, a basic understanding of graphic arts software, and WordPress website platform. High School diploma required.

- Assist in managing a pool of quality volunteers who work in the center.
- Provide responsive and clear communication with stakeholders (clients, FEC Partners, Fairfax County, grantors, donors).
- Serve as the main receptionist by interacting with the public, setting appointments, and registering clients for services.
- Contact clients on a regular basis to remind them about scheduled classes or appointments.
- Assist with intake, service, and follow-up data collection from clients and transcribe data into the database.
- Import weekly FEC intake forms, and initial survey from google drive to CIVI (database).
- Monitor and respond to FEC info account.
- Outreach events to promote FEC services in the community.
- Import AWS intake forms to CIVI.
- Assist with follow-up survey calls in Spanish.
- Assist Director with monthly reporting.
- Assist with marketing and fundraising efforts.
- Monitor weekly shared partner google forms referrals.

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- Update website and calendar and post upcoming events on social media.
- Create promotional fliers for classes and workshops using specified guidelines.
- Monitor FEC voicemail and email accounts, and respond accordingly.
- Contact clients for Survey follow-up.
- Assist FEC Partners as they conduct their services at the FEC.
- Participate in the staff meeting and programs meeting monthly.
- Participated in fundraising events.