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|  | HR & Staffing Manual Section  APPROVED: 3/13/15  REVISED: Sep 2018 |

JOB POSTING

TITLE: PROGRAM COORDINATOR- FINANCIAL EDUCATION/COACH

LOCATION: BAY POINT, CA

STATUS: FULL TIME

**OUR MISSION & VISION**

The Brighter Beginnings mission is to “support healthy births and successful development of children by partnering with parents and helping to build strong communities”. The Brighter Beginnings community gains its strength and aspiration from our core belief and vision that, “every family matters, and every child deserves a happy, healthy future.”

**OUR HISTORY**

Brighter Beginnings is a 501c3 nonprofit organization, and has been responding to the needs of families in resource poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family service professionals; in fact, many of our staff came to this work because of challenges they faced in their own families.

**POSITION SUMMARY**

Coordinates and delivers Financial Education and coaching services to SparkPoint Contra Costa participants. Coordinates other Brighter Beginnings deliverables for Financial Education activities. Seeks to integrate and promote other asset-building services to amplify the tracking and success of the Family Economic Empowerment initiative at Brighter Beginnings. Participates in community development collaboratives, research and development of new programming, and assists in rollout of new initiatives.

**QUALIFICATIONS:**

JOB QUALIFICATIONS AND EXPERIENCE

1. BA in related field and 3+ years’ experience in areas of financial education , credit counseling, community development, employment counseling, volunteer management and and/or project administration.
2. Excellent written and oral communication skills.
3. Proficiency in Microsoft Office, desktop publishing, and Internet research.
4. Excellent database management knowledge, report generation skills, and records maintenance skills.
5. Must be accurate and detail-oriented, with strong organizational and time management skills, with the ability to prioritize competing duties in a complex and fast-paced environment.
6. Experience in planning and organizing events.
7. Superior customer service skills.
8. Ability to work independently and collaboratively.
9. Ability to keep clients’s information confidential.
10. Clean CA Driver’s License and own vehicle required
11. Ability to work flexible hours (including evenings and weekends) as required.

**RESPONSIBILITIES:**

Coordination of Financial Education Programs to SparkPoint clients

Plans, organizes and delivers financial education and related services to include:

1. SparkPoint Financial education and coaching services, credit and debt counseling
2. Financial education workshops (both staff and volunteer-led) and support groups, to strengthen families in financial planning, nutrition, and other family strengthening opportunities
3. Financial coaching (training in United Way/Co-Active Coaching methods)
4. Prepares budget, interim and final reports as required.

Community Strengthening

1. Provides leadership in Brighter Beginnings for promoting Family Economic Empowerment goals for improving financial literacy and Vocationalizing throughout the organization and in our Community efforts.
2. Collaborates with other partners and project staff to determine additional service needs and ways to improve service linkage system with existing resources.
3. Obtain certification to become a Covered California Certified Enrollment Counselor (CEC)
4. Receive and handle inquiries by telephone, mail, and in person assistance for enrollment into the Covered California program
5. Pre-screening and assist applicants for the program eligibility determination and enrollment

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**SPECIAL ADA REQUIREMENTS**

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

To apply or request accommodations, please email your resume at jobs@brighter-beginnings.org.

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