

MONEY SCHOOL/ESCUELA DE FINANZAS COORDINATOR

Elizabeth Freeman Center (EFC) seeks a dynamic, passionate economic justice advocate/facilitator to run our [‘Money School’ financial independence program](#) and help survivors of violence achieve their financial goals. This program is wildly popular with participants and the community and is very exciting work.

Responsibilities include:

- Coordinate our Money School program, including scheduling, recruiting participants, conducting intake interviews, leading the facilitation team, recruiting coaches and presenters, organizing food and childcare, collecting survey and impact results, improving curriculum based on feedback and impact analysis, and ensuring ongoing supports
- Facilitate with other EFC staff a minimum of six Money School financial independence workshop series per year with 6-18 participants each
- Working with a team, provide ongoing, individualized wrap-around support and financial advocacy to Money School workshop graduates, including housing advocacy, benefits advocacy, income maximization, education and employment advocacy, credit repair, debt reduction, and more
- Serve as an economic justice ‘hub’ of information for other EFC staff
- Contribute to agency outreach and collaboration efforts, including: facilitating trainings, doing program outreach, organizing community education projects, tabling at community events, liaising with community partners, recruiting volunteers, and participating in EFC-wide events
- Actively participate in area and relevant statewide coalitions and groups
- Attend programmatic meetings and trainings, maintain professional boundaries with individuals receiving EFC services, maintain excellent records in agency database, and adhere to strict guidelines to ensure client confidentiality
- Complete all other duties to ensure that EFC clients are safe and are provided with exceptional, holistic, accessible, trauma-informed, and empathetic services within the context of the agency’s mission and consistent with grant requirements

Preferred Qualifications:

- Skill in group facilitation
- Passion for economic justice
- Prior experience working with survivors of domestic/sexual violence, connection to the community, and/or experience with financial advocacy
- Strong written and spoken communication, and computer fluency
- Ability to work well as part of a team
- Must successfully pass Criminal Record Check-CORI and have valid Massachusetts driver’s license and reliable transportation.

Work hours: 40 hours/week. Money School workshops are generally held in the evenings.

Compensation and benefits: Elizabeth Freeman Center believes in offering all staff: competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work. This position currently begins at 24.00 per hour (\$49,920/year base) and will increase July 2023, plus \$1.00/hour increment for bilingual English/Spanish skills, and additional increments for other frequently used languages, special skills and relevant Masters level education, plus year-end bonuses dependent on funding (generally around \$2,500). EFC pays 85% of health insurance premiums and contributes to an FSA. EFC has generous paid leave as well as other benefits.

EFC is an Affirmative Action/Equal Opportunity Employer. Survivors of domestic or sexual violence, people of color, people with disabilities, people who are bilingual/bicultural, and members of the LGBTQ community are strongly encouraged to apply.