



Director of Financial Education Center

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 500 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

At Community Teamwork our employees enjoy best-in-class benefits to support their physical, financial and emotional wellness.

We offer:

- Casual work environment
- 4 weeks of Paid Time Off
- Medical
- Dental
- Vision
- Paid Life Insurance
- Tuition reimbursement
- 11 paid holidays
- Paid sick leave
- Career advancement and professional development
- 5% contribution to your 401K whether you participate on your own or not.
- Great co-workers and a great mission with an outstanding Community Action Agency

We are seeking a **Director of Financial Education Center** who will be responsible for the overall operation of the agency's Financial Education (financial coaching & financial education classes), Asset Development- (First Time Home Buyer and Individual Development Programs) Workforce Development (Secure Jobs and Career Services) the Home Modification and the Representative Payee Programs.

Responsibilities include:

- Day to day development, direction and coordination of all activities of the services provided as part of the Financial Education Center.
- Creation and management of budgets.
- Hiring, supervision, management and leadership of staff including direct supervision, annual evaluation and goal setting.
- Coordinate staff training and development activities.
- Establish and maintain productive partnerships with both internal and external program partners as well as training vendors, financial institutions and local employers to ensure positive outcomes for all clients.
- Follow through with all funding source mandates: reports, outcome management, meeting assignments and communications.
- Preparation of monthly reports as required.

- Planning, development, preparation and submission of funding proposals for new and existing projects that support the Financial Education Center.
- Establish goals for the programs and staff in the department; Network with other community agencies to build relationships that will benefit clients.
- Integrate a DE&I lens in all activities, encourage colleagues to engage in DE&I work, and contribute to our mission of building a more diverse, equitable, and inclusive organization for our employees, clients, and partners; requires ongoing investment in a personal and professional journey to understand identity and address unconscious bias, power, and privilege.

Qualifications:

- Bachelor's Degree required, Master's preferred.
- 4-6 years related experience in an administrative role with program oversight required. Minimum of 4-6 years previous supervisory experience required.
- Familiarity with a strengths-based approach to case management.
- Basic understanding of personal finance issues and an interest in economic community development.
- Ability to work effectively with and meet the needs of people from a diverse range of backgrounds, cultures, and identities, including underserved communities and people from the different racial groups, socioeconomic statuses, nationalities, and languages that make up CTI's clientele.
- Excellent customer service skills.
- Demonstrated Leadership, teambuilding and problem-solving skills.
- Knowledge and experience working with low income, culturally diverse, and at-risk families and individuals.
- Good working knowledge of community resources available to low-income individuals and families.
- Demonstrated ability to handle budgetary matters.
- Demonstrated ability to comprehend and work with complex governmental regulations.
- Excellent organizational, interpersonal, oral and written communication skills.
- Excellent public speaking and presentation skills.
- Ability to manage multiple priorities and work in a fast-paced environment.
- Proficient computer skills required in basic computer software and data collection systems.
- Ability to maintain confidentiality within the workplace. Bilingual skills (English/Spanish, English/Khmer, English/Portuguese) preferred.

Commitment to Diversity Equity and Inclusion

Community Teamwork is committed to an equitable, non-discriminatory, and anti-racist approach in all components of our organizational structure and operations, including the job application process. We recognize that people of underprivileged backgrounds and underrepresented identities often are not afforded equitable access to resources, opportunities, and professional development. We offer professional development, training, and tuition reimbursement opportunities to ensure that you and CTI are set up for success. We encourage you to apply if you see an opening that is exciting to you and include examples of your work that you feel demonstrate your qualifications. Please feel free to speak to all experiences, skills, and educational certifications that you feel are relevant. We look forward to reviewing your application.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Community Teamwork is a drug free work environment.

This is an exciting opportunity to become an integral member of an innovative team in an organization committed to excellence.

To apply for this position please click on the URL below:

<https://commteam.clearcompany.com/careers/jobs/65522b3d-7f87-edea-5178-585235f1ff85/apply?source=2287093-CS-45719>

OR visit our website:

WWW.Commteam.org

Thank you for your interest in Community Teamwork!