



### ***Job Description***

<b>Position: Economic Empowerment Coordinator</b>	<b>Department: Empowerment</b>
<b>Location: Kansas City Kansas</b>	<b>Reports: Saira Galvan</b>

#### **Summary**

The Empowerment Program Coordinator is responsible for overseeing and implementing El Centro's Economic Empowerment initiatives. This role includes managing programs that provide financial education, housing stability support, and access to public benefits for underserved communities, particularly Latino and immigrant populations. The coordinator will work closely with clients, community partners, and internal staff to promote self-sufficiency and economic stability.

Responsibilities include:

- 1. Program Coordination and Management**
  - a. Coordinate and manage in-person appointments to assist participants in developing financial plans and connecting them to additional programs, such as medical payments, legal services, and operations planning.
  - b. Develop and deliver financial education presentations and promote civic engagement through outreach efforts, including presentations and participation in community committees.
  - c. Coordinate and manage the monthly Job Fair.
- 2. Community Engagement and Outreach**
  - a. Promote El Centro through civic and community engagement, outreach activities, and participation in agency events.
  - b. Establish and maintain positive relationships with key resources, vendors, regulators, and other stakeholders critical to program success.
- 3. Partnership Development**
  - a. Collaborate with partners to provide financial programs, employment services, and support resources for low-income populations to build personal assets.
  - b. Develop and maintain strong partnerships with employers, banks, and community entities to ensure quality programming for clients.
- 4. Administrative Support**
  - a. Maintain accurate client service records in MAACLink and other tracking systems.
  - b. Prepare monthly reports in a timely manner.
  - c. Assist the Associate Vice President with grant writing and compliance reporting for the Economic Empowerment program.
- 5. Team Collaboration**
  - a. Promote inter-departmental teamwork and support collaboration throughout the agency.
  - b. Ensure clients have access to resources, programs, and services that promote wealth-building and financial stability.
- 6. Cultural Competency**
  - a. Contribute to a culturally competent workplace by fostering sensitivity, openness, and respect for the populations served.
- 7. Other Duties**
  - a. Perform all other duties as assigned.

#### **Essential Functions/Key Competencies**

- Strong written and verbal communication skills in English and Spanish.
- Attitudes, knowledge, and skills to deliver culturally competent services
- Excellent public speaking skills in English and Spanish.
- Ability to provide effective client services and interact with diverse communities.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Strong time management, strategic thinking, and problem-solving skills.
- Commitment to cultural competency, advocacy, and social change.
- Ability to work independently and collaboratively as part of a team.
- Flexibility to work evenings and weekends as needed for program activities.
- Driving capability to attend events and outreach in collaboration with Promotoras program

**Education and Experience**

- Bachelor's degree in human services, Social Work, or a related field required.
- Minimum of 3 years of professional experience in program coordination and management.
- Bilingual in Spanish and English.

**Additional Requirements**

This position offers the opportunity to make a significant impact on the lives of individuals and families by fostering financial independence and economic stability while addressing systemic inequities.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_