



Financial Empowerment Program Manager

JOB PURPOSE:

To develop and implement programs that empower Just A Start's low-to-moderate income clients and others in the community to navigate financial systems to maximize their financial resources to increase their economic stability and mobility. Offering financial coaching and overseeing the implementation of career coaching and Mobility Mentoring in the Families Moving Forward program.

KEY RESPONSIBILITIES:

Managerial:

- Manage one part-time Financial Coach, one Career Coach, and one Mobility Mentor. Oversee onboarding, training, and coaching of staff.
- With assistance of Director of Housing and Finance, manage contracts and grants, assist with reporting and invoicing.
- Manage the relationships with our partner organizations in Families Moving Forward (FMF).

Program Development:

- Further develop and implement a comprehensive Financial Opportunity Programs tailored to meet the needs of our clients including affordable housing residents and participants in Just A Start's Education & Training programs.
- Stay abreast of developments and best practices to promote financial empowerment, income maximization, and asset development.
- Incorporate feedback from clients (including surveys and focus groups) to examine client's needs for education or access to financial services.
- Create partnerships with local financial institutions, community organizations and others.
- Identify and adapt a financial education curriculum that is aligned to the specific needs of residents and students.
- Assist with Salesforce, including buildouts and maintenance.
- Document and analyze information collected from program participants and input from staff to evaluate program outcomes.
- Create client recruitment, outreach, and retention strategies.

Services:

- Teach financial education and coordinate services to empower program participants.
- Provide one-on-one financial consultations to help stabilize clients who are facing an urgent financial problem.
- Provide one-on-one financial coaching for clients (including FMF participants) to meet longer-term goals.
- Conduct workshops or facilitate workshops with partners.
- Coordinate and supervise tax preparation services.
- Coordinate with local Volunteer Income Tax Assistance (VITA) coalition and IRS representatives.
- Recruit, retain, and supervise volunteers to serve as tax preparers.

QUALIFICATIONS:

- Bachelor's Degree and a minimum of three years' experience working in low-income communities in a social service setting, or equivalent.
- Program Development and Management experience preferred.
- Strong understanding of personal finances, particularly in the areas of budgeting, asset building, credit repair, and public benefits.
- Experience providing one-on-one counseling services and facilitating groups in different settings.
- Certification in financial coaching preferred. Willingness to study for and obtain AFCPE financial coaching credential (at Just A Start expense) shortly after hire if not already certified.
- Excellent English, oral, and written communication skills. Bilingual preferred.
- Flexibility to work some evening and weekend hours.

WORK REQUIREMENTS:

- This is a 37.5 hour per week hybrid remote/in-the-office position that is required to be in person at least 3 days per week.
- This position helps create and maintain a welcoming, caring, and learning culture. There will be opportunities to lead and/or participate in community-building efforts across the organization and contribute to dialogues about and across differences in identity, and regarding cultural barriers, racial bias, and workplace norms and expectations.
- All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

SALARY AND BENEFITS:

The annual salary range for this position is \$70,000 - \$75,000. In addition to a competitive salary, Just A Start offers a comprehensive benefits package, including medical insurance, dental insurance, short term disability insurance, long term disability insurance, life insurance, transportation benefits, early release at 2pm every Friday, 20 PTO days in the first year, 13 paid holidays, volunteer time off, employee assistance program and a 401k savings plan with a 3% employer contribution.

About Just A Start

Just A Start believes that access to stable housing and sustainable careers are the essential building blocks of equitable communities. For more than 50 years, we have focused on meeting the fundamental needs of individuals and families who have been systemically denied opportunities to realize their full potential. Our programs include affordable housing, education and job training, and comprehensive support services, spanning Cambridge and beyond. We have developed and currently maintain 600 affordable apartments. To keep community members housed, we also offer financial and technical assistance to prevent evictions and support low- and moderate-income homeowners. Finally, we prepare individuals of all ages and circumstances with the skills and knowledge they need to secure fulfilling careers, leveraging their talents to achieve economic mobility and strengthen the region's workforce.

Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. Together, we strive to provide an environment that values diversity and promotes an inclusive culture. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

Please apply a cover letter and resume for consideration.

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