



Seattle | King | Snohomish

**TITLE:** Economic Resilience Initiative Instructor (Bilingual)

**PROGRAM DESCRIPTION:**

The Economic Resilience Initiative builds financial security for women and families in our community by offering classes, coaching, and training for service providers. The ERI is a dynamic team focused on serving the most vulnerable and marginalized members of our community. With a spirit of innovation and continuous learning, we strive to provide high-quality services that are culturally appropriate, relevant and valuable to the clients we serve.

The Economic Resilience Initiative is a part of the Specialized and Integrated Services Division. This division has a reputation in the community for providing culturally competent services with particular emphasis on serving homeless and low income families and women.

**POSITION DESCRIPTION:**

The Instructor will coordinate and facilitate financial education classes and provide individual financial coaching for community members with the goal of improving money management skills and increasing their confidence in meeting their financial goals. Classes are interactive and customized to meet the needs of each cohort of participants. Topics include improving credit, decreasing debt, increasing savings, improving money management, and avoiding predatory financial services. Target population for classes varies, but typically includes people who are low-income, unemployed, and/or homeless, survivors of domestic violence, immigrants or refugees, or other adults or youth who have other barriers to financial stability.

This position has a social justice component that will require critical thinking around how external systems impact the work that we are doing through the lens of racism and intersections with poverty. Knowing the core principals of antiracism and grounding those principles in everyday work, as well as working well in non-white environments and championing anti-racism policy, are required job skills and core values. As an equal opportunity employer, we highly encourage people of color to apply.

**LOCATIONS:** YWCA Greenbridge. Will also travel to other sites throughout King or Snohomish County.

**REPORTS TO:** Economic Resilience Initiative Program Manager, Greenbridge Center

**RESPONSIBILITIES**

Direct Service

- Provides financial education for YWCA residents and clients and for general community members, including: curriculum development, preparation, speaker/partner coordination, coordination of all logistics related to classes, materials procurement, room set-up, class facilitation, program evaluation, and follow up with participants
- Provides individual financial coaching to class participants to help participants meet their individual financial goals

- Support clients in reaching financial goals and planning financial objectives for the future
- Works with ERI Team to continuously revise and improve curriculum design and delivery utilizing participants' feedback, self-evaluation, and current best- and promising-practices in the field
- Provides information, referral and advocacy for clients as needed. Be an ongoing resource for the clients who may have experienced systemic oppression resulting in financial distress.

#### Professional Training Presentations/Technical Assistance

- Provides training and technical assistance to YWCA program staff, social service front-line staff, and domestic violence advocates in the area of financial empowerment. This may include providing workshops or presentations at staff meetings as well as reviewing policies and procedures, identifying agency training needs, determining the staff's level of knowledge and comfort with the topic, and exploring ways to integrate this work into various levels within the agency
- May partner with domestic violence and other social service agencies/programs throughout King and Snohomish County to train and support Advocates and Case Managers in the delivery of financial education classes, including: curriculum development, preparation, speaker/partner coordination, implementation, class facilitation, program assessment and evaluation, and follow up. This includes working to ensure that all aspects of the program are culturally relevant and customized to meet the needs of the populations that each agency/program serves

#### Community Relations

- Participates in the Seattle/King County Financial Empowerment Network initiatives and uses curriculum agreed on by the FEN
- Seeks out partnerships with stakeholders to translate program goals into reality (funders, financial empowerment providers, social service agencies, financial service providers, etc.) and coordinates with Program Manager to cultivate/develop these relationships
- Partners with YWCA programs and other social service agencies to provide financial education customized and tailored to the needs of their clients/target population; works with partner programs to adapt current curriculum and to coordinate logistics of classes
- Works within the YWCA to integrate financial empowerment work into other programs (housing, employment, etc.)
- Develops and maintains productive working relationships with local banking/credit union institutions, financial planners, credit counselors, and other financial professionals

#### Social Justice

- Participates in YWCA workshops, caucuses and other social justice initiatives
- Uses a social justice lens to reflect on program structure, policies, goals/outcomes, participation, etc. and takes action to reduce barriers to participation for people of color and ensure equal access to our programs and equal success for all participants
- Supports a team environment with a spirit of continuous learning and a lens of social justice in our work; uses a critical analysis of race to examine how privilege and oppression affect our clients, how systemic racism affect our work, how our own agency and program may participate in such systems, and how we can work to dismantle these systems and decrease race-based disparities and increase racial equity in the community
- Implement all work by incorporating the YWCA's Social Justice Initiative by understanding how racism, sexism, classism and other oppressions intersect and are embedded in all institutions and systems.

- Show demonstrated ability to interact with people of different cultures
- Adhere to all Volunteer Services protocol relative to volunteer usage, recognition and monitoring. Work alongside volunteers, where applicable. Understand where internalized oppressions (superiority and inferiority) play a role in volunteer and client interaction and know ways to address these oppressions from a solutions-based perspective

#### Record Keeping and Compliance

- Maintains complete and accurate client files
- Collects and compiles participant data for program assessment and evaluation purposes and provides Program Manager with client success stories and anecdotal information to incorporate into program reports in a timely manner
- May include preparing and entering data into various data tracking systems, and data as needed by funders or for program evaluation purposes

Performs other duties as assigned

#### **QUALIFICATIONS AND CORE COMPETENCIES**

- 3 year's professional experience OR BA degree in related field and 1 year of professional experience. Any combination of education and experience will be considered.
- Bilingual in English/Spanish
- Experience providing financial education is highly desirable, although comparable experience in public speaking or group facilitation will also be considered
- Trained in the coaching methodology or willing to be trained upon employment
- Experience providing services to multi-ethnic, multi-lingual populations
- Demonstrated understanding of the intersection of racism and poverty
- Sensitivity to the needs of YWCA clients, who are homeless, low income, limited English speaking or impacted by domestic violence, substance abuse or other barriers to employment, and experience with individuals and families facing these issues.
- Excellent organizational and record keeping skills
- Demonstrated ability to work independently and function as a part of the larger team
- Proficient in Windows, Word, Powerpoint, Excel and Outlook
- Successful candidate must be able to travel independently to multiple worksites
- Must have the ability to work flexible hours; may include both daytime and evening hours
- Commitment to social justice and the mission and vision of the YWCA
- Core competencies include: Adaptability/Flexibility, Collaboration/Partnership and Relationship Building, Communication, Continuous Learning, Decision Making/Problem Solving, Discernment/Judgment, Fostering Diversity, Initiative, Innovation, Planning/Organizing, Reliability, and Social Justice Advocacy

**PHYSICAL DEMANDS OF THIS POSITION:** *The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In performing this position, the employee:*

- Continuously exchanges information through listening and talking with clients, agency staff, employers, representatives of community organizations and other individuals in the community
- Frequently stands, walks, carries laptop and paperwork to perform duties in the office and in traveling to off-site meetings

- Frequently reaches and grasps in using telephones, computers, fax machines and other office equipment and supplies
- Frequently lifts and carries up to 5 lbs. of paperwork, files and training materials, occasionally up to 40 lbs.
- Frequently to occasionally performs close work while updating files, reading program information and using computers
- Occasionally kneels, bends, pushes and pulls in obtaining files in drawers

**HOURS, RATE, BENEFITS**

- Part-time, 20 hours per week. Schedule has some flexibility
- \$16.35-\$17.00 per hour, depending on education and experience
- This position is not eligible to receive medical benefits, but does have access to a retirement plan, plus generous vacation, holiday and sick leave plans
- Fair Labor Standards Act (FLSA) status: Non-Exempt
- At the time of hire, employees may choose to voluntarily enroll in the Fidelity 403b Plan. Typically after two years of employment, employees are eligible to participate in the YWCA Retirement Fund.

**TO APPLY:** Please submit cover letter, resume and references including where you found this position: [hhiring@ywcaworks.org](mailto:hhiring@ywcaworks.org)

**CLOSING DATE:** This position will remain open until filled.