



FINANCIAL PROGRAM COORDINATOR

HOPE Helps, a local non-profit with a mission to prevent hunger and homelessness and keep families in their homes, is looking for a talented individual who is compassionate, resourceful, and organized to join our team. The ideal candidate will be self-motivated, committed to the organization's mission and values, while consistently functioning as a highly dedicated team player and effective Financial Program Coordinator of the organization. Position is full-time, Monday-Friday with some Saturday workshops/classes and occasional weekend availability for scheduled outreach events.

- Understanding HOPE's Mission, Values, Vision and structure.
- Screen HOPE clients for financial assistance/counseling needs such as document collection, client financial review, etc. as identified by Supervisor.
- Assist HOPE's Financial Literacy program with client calls, file assembly and overall financial assistance support.
- Review and update processes and forms within the Financial Literacy Program, as requested.
- Facilitate bi-monthly meetings with all Financial Counselors to review recent classes, counseling appointments and needs.
- Develop curriculum to enhance Financial Literacy Program.
- Develop and maintain relationships with third party resources pertaining to HOPE's Financial Literacy Program.
- Work with financial counselors to coordinate, support, train and assist with financial counseling appointments, to include document prep and scheduling. Screen potential financial counselors with background checks alongside Volunteer Department.
- Manage/schedule financial workshops/classes as it pertains to the Financial Freedom Series.
- Enroll and update client database and files in HMIS, as needed for Financial Assistance.
- Provide coverage and administrative support for Resource Specialist, as assigned.
- Keep Development Department updated on interactions with any current or potential program or organizational Sponsors. Update presentation slides with current sponsor information.
- Assist in weekly cleaning schedule of Resource building and front desk coverage, as assigned.
- Preferred: Bachelor's Degree or two years of experience in relating duties of the position, Experience with A.L.I.C.E. population, Crisis management and critical thinking skills, Financial background, Nonprofit experience.

Please send resume, cover letter and pay rate expectation to resume@hopehelps.org with FINANCIAL PROGRAM COORDINATOR in the subject line.