



## **La Puerta Program Coordinator**

### **Position Overview**

The La Puerta Program Coordinator will be responsible for is responsible for the planning, implementation, and evaluation of all programs pertaining to the accumulation of assets through financial services which presently include, the Volunteer Income Tax Assistance (VITA), AFI-IDA Matched Savings programs and financial literacy education. This work entails providing individuals who face barriers to financial inclusion with access to sound financial services that will enable them to reach a secure state of financial health and wealth. The ideal candidate will demonstrate experience engaging in program development, delivery and be highly motivated, detail-oriented, inquisitive and comfortable working in a fast-paced goal oriented professional culture. This position requires flexibility to work evenings and weekends as required and reports to the La Puerta Manager.

### **Skills and Qualifications**

- Excellent project management, program development, program coordination and administration skills
- Excellent facilitation and curriculum development skills
- Ability to manage a case load and provide effective one to one support
- Ability to respond to participants' complex needs from a wealth building perspective
- Ability to communicate financial information to youth and adults
- Knowledge of best practices to engage and retain clients in savings incentive programs as well as to deliver financial literacy education
- Familiarity with current software including MS Word, Excel, PowerPoint and Client Management Systems
- Strong analytical and problem-solving skills
- Ability to communicate effectively and professionally (oral and written)
- Familiarity with the requirements to access government benefits, ID, basic banking, and the preparation of federal income tax returns
- Excellent conflict management skills
- Personal knowledge of or experience working with clients experiencing financial constraints

- Good working relationships with community organizations serving low-income communities and other vulnerable community populations
- Ability to work with individuals and families from diverse backgrounds
- Knowledge of Community Economic Development & Wealth Building Fields
- Ability to work as part of a collaborative team in a non-profit participatory management environment
- Fluent in English and Spanish
- Ability to travel to Willacy, Star, Hidalgo, and Maverick Counties

CDCB is an equal opportunity employer. Salary is commensurate with qualifications and experience.

Send Cover Letter and Resume to:

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