



## POSITION ANNOUNCEMENT

### Economic Empowerment Program Coordinator

Bradley Angle is a dynamic social service organization offering safe shelter and supportive services to survivors of domestic violence and their children since 1975. We offer an array of holistic programs and services focused on economic empowerment, housing assistance, LGBTQ programming, Healing Roots (a culturally-specific program for African American survivors), group support, emergency shelter, HIV informed staff and youth and family supports. At Bradley Angle, we aim to have our staff reflect the populations we serve and encourage applicants from those communities to apply. We are accepting applications for the *Economic Empowerment Program Coordinator*, based out of the Bradley Angle Resource Center. If you have experience working with survivors of intimate partner violence and want to be part of a dynamic and growing organization with a strong legacy of innovation, then we want to hear from you!

STATUS:	Full time, 1.0 FTE
SALARY:	\$18-19/hour DOE
HOURS:	40 hours per week, Monday-Friday, some evenings and weekends
SUPERVISOR:	Community Based Services Manager
OBJECTIVE:	To coordinate Economic Empowerment Program components: focusing on financial education and employment support, building and sustaining community partnerships and supporting survivors of intimate partner violence accessing the program. Works in a community-based setting.

#### PRIMARY RESPONSIBILITIES/DUTIES

- Work with participants, co-workers, supervisor, community partners, and all other relevant stakeholders in a manner that is consistent with, and promotes, Bradley Angle Ethical Commitments and Bradley Angle Organizational Values.
- Maintain good communication with all Bradley Angle Advocates and other service providers to ensure seamless service delivery for participants and their children.
- Coordinate and provide short-term crisis intervention and long-term financial advocacy at the Bradley Angle Resource Center and shelter. Provide advocacy to a caseload and assist and provide direction to EEP team members working with participants.
- Document services provided using Bradley Angle file standards and comply with program reporting requirements and funder documentation standards (including Service Point entry and written documentation). Coordinate receiving stats from advocates, interns, and facilitators working in the EEP in a timely manner.
- Coordinate financial education classes and workshops based on participant demand and contractual obligations, including participant recruitment and screening, curriculum planning, coordinating facilitators and event logistics.
- Coordinate the annual Job Fair.
- Develop and maintain relationships with community partners from diverse sectors. Including but not limited to the Oregon IDA Initiative, WISP, financial consultants and local employers.
- Research, analyze and make available to external partners and Bradley Angle staff best practices related to economic empowerment and career pathways.
- IDA: serve as agency Individual Development Account Specialist and track microloans. Work collaboratively with IDA program administrators and develop strategies for increasing the capacity of Bradley Angle's EEP in offering asset building tools.

- Match Savings: coordinate the Savings for Survivors project. Work with project partners, oversee compliance with program rules and regulations and track individual savers' goals, deposits and withdrawals.
- Provide training and technical assistance to volunteers, staff, community partners, and accommodate external training requests as schedule allows.
- Supervise and coordinate volunteers, students, and staff in the economic empowerment program.
- Advocate for the economic empowerment needs of survivors in community settings, with an emphasis on the Oregon IDA Initiative.
- Coordinate quarterly Financial Empowerment Clinics with a variety of community partners, and act as one of three project leads.
- Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
- Attend required meetings, trainings, and workshops at Bradley Angle.

## QUALIFICATIONS:

### **All employees are expected to demonstrate:**

1. Reading and writing skills which include ability to access and utilize a variety of resource materials in a timely manner, and maintain accurate records.
2. Ability to contribute to a healthy organizational culture based on open communication, collaboration and accountability.
3. Commitment to working with survivors of domestic violence and knowledge of domestic violence and its effects on society.
4. Commitment to social change including working to end domestic and sexual violence and all forms of oppression: racism, heterosexism, trans oppression, ableism, sexism, classism, etc.
5. Understanding the linkages between domestic and sexual violence and other forms of oppression.
6. Comfort in discussing HIV, sexual health and drug use.
7. Working knowledge of computers or willingness to learn.

### **Additional *required* qualifications for *Coordinator*:**

1. We value both lived experience and education. Applicants should have some combination of education in Social Work or related field or at three years relevant experience.
2. Those with the completion of 40-hour Basic Advocacy Training will be prioritized.
3. Strong experience in some combination of most of the following: financial education, asset development tools, program coordination, staff supervision and/or group facilitation.
4. Experience working with/in Black and African American Communities and an understanding of the intersectionality of race and sexual orientation/gender identity.
5. Experience in establishing personal/professional boundaries and relationship building.
6. Direct service experience working in a program with marginalized populations (low-income, alcohol and drug affected, domestic violence, child welfare, etc.).
7. Effective crisis intervention and conflict resolution skills.
8. Ability to work independently, as well as part of a team.

## APPLICATION PROCESS

Please review the qualifications we are looking for and take the time to look at our website to become familiar with our mission and programs. We will be looking for applicants that respond to the dimensions outlined in this position announcement.

Send your resume and cover letter to [jobs@bradleyangle.org](mailto:jobs@bradleyangle.org). Include ***Economic Empowerment Program Coordinator*** in the subject line. This position is open until filled. We will contact qualified candidates as applications are submitted to schedule the first round of interviews. Submit material ASAP if you are interested.