



Economic Empowerment Program (EEP) 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 including Economic Empowerment, Housing assistance, Marsha's Folx (a culturally-specific program for LGBTQ+ survivors), Healing Roots (a culturally-specific program for African American survivors), and Emergency Based Shelter Services.

We are accepting applications for the EEP Coordinator position. The ideal candidate will have experience providing financial/career support and advocacy to communities who have been impacted by domestic violence, tracking metrics, running workshops, and supervising others. We need someone who is reliable, hardworking, and able to thrive in environments where there is change happening often. This is a hybrid role that requires in-person interaction with participants when necessary.

Bradley Angle strives to have our staff reflect the diversity of our community, and we are committed to eliminating barriers to employment that many members of our community face. Bradley Angle does not discriminate against any employee or applicant on the basis of race, color, religion, gender, gender expression, national origin, disability, political belief, marital status, age, sexual orientation, class, housing status, veteran status, physical size, or other legally protected status. We strongly encourage people of color and people with lived experiences of domestic violence to apply.

STATUS:	Full time, 1.0 FTE
SALARY:	\$29.95/hour; Medical, Vision, Dental insurance; Simple IRA, EAP, generous paid time off package
HOURS:	40 hours per week
SUPERVISOR:	Programs & Services Director Programs & Services Manager
OBJECTIVE:	To provide financial advocacy, employment support, and economic action goal planning to survivors.



Responsibilities and Duties:

PROGRAM MANAGEMENT (40%)

- Monitor progress of programmatic goals, and collaborating with Director team to establish goals annually.
- Supervise an advocate (and possibly two in the future) by scheduling and facilitating weekly supervision sessions to ensure program needs & goals are being met. Hold all team members accountable by coaching and executing disciplinary actions when necessary.
- Recruit, hire, and train EEP advocate when and if there are vacancies.
- Manage, document, and report all participant grievances to the Programs & Services Director and People & Culture Program Manager.
- Coordinate financial education classes, workshops, and support groups based on participant demand and contractual obligations, including participant recruitment and screening, curriculum planning, coordinating facilitators and event logistics.
- Monitor all expenditures, including participant assistance, supplies, and contracted services to ensure that the program doesn't overspend or underspend. Assist mentors in understanding the budget.
- Document policies and procedures of the EEP Program.
- 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.

REPORTING & DATA MANAGEMENT (25%)

- Assist Programs & Services Director and Development Director with reports by collecting participant stories, writing program accomplishments, and tracking numbers/statistics (for quarterly, semi-annual, and annual government reporting requirements).
- Track credit builder micro loans and assist survivors in rebuilding credit.

PARTICIPANT SUPPORT & CASE MANAGEMENT (25%)

- Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
- Work with participants, co-workers, supervisor, community partners, and all other relevant stakeholders in a manner that is consistent with, and promotes, the Bradley Angle Ethical Commitments and the Bradley Angle Organizational Values.
- Complete 40 hours of computer-based training completed through Oregon Coalition Against Domestic & Sexual Violence preferably within 3 months of hire.
- Provide case management, which includes completing all necessary paperwork, updating case notes and stats, and providing information and referrals to services.



- Serve as agency Individual Development Account (IDA) 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 survivors' goals, deposits and withdrawals.
- WISP: serve as a sponsor for WISP (Women's Independence Scholarship Program) to connect participants with scholarship opportunities, write sponsorship letters & reports, and participate in phone interviews on behalf of participants.
- Set goals and economic action plans with participants and serve as a supportive mentor and accountability partner.

OTHER DUTIES AS ASSIGNED (10%)

- Attend monthly Leadership Team meetings, and participate in projects generated by that group.
- Provide updates at All Staff meetings every month.
- Other tasks and duties as assigned by the Programs & Services Director.

QUALIFICATIONS:

1. The ability to engage and relate to individuals from diverse backgrounds
2. Demonstrated experience in problem solving, time management, creating work plans and timelines, training and development, decision-making, leadership, and prioritizing tasks; excellent attention to detail and quality of work.
3. Respectful listening and verbal communication skills.
4. Strong proficiency with computers, Microsoft software (Word, Excel, PowerPoint, Outlook, SharePoint), databases, email, and G-Suite.
5. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence, historical oppression and its effects on society.
6. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
7. Ability to thrive in a fast-paced, sometimes chaotic, environment.
8. Ability to work autonomously in a hybrid setting with availability to work in the office as needed.

PREFERRED QUALIFICATIONS:

1. Two years of experience coordinating programs, preferably in a non-profit setting.
2. Effective crisis intervention and conflict resolution skills.
3. Basic understanding of financial concepts such as budgeting, credit, risk management, etc.
4. One year of experience working with survivors of domestic violence preferred.



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 want to read resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this job announcement.

Please send your resume and cover letter to jobs@bradleyangle.org (“EEP Coordinator” in the subject line) AND complete the [Bradley Angle application](#). Applicants who are missing any of the components listed will not be considered. Applications will be reviewed over the next several weeks, the position will remain open until filled.