



## Family Economic Development – Program Coordinator

Friends of the Family is accepting exceptional resumes for a Program Coordinator position. Successful candidate will be responsible for planning, delivery and implementation of a range of programs, services and activities focusing on increasing family economic stability and opportunity. Responsibilities include implementing replicable or existing family economic development models as well as developing and implementing unique service models.

**Hours:** F/T; 40 hours/week (Monday – Friday; will require some evenings and intermittent weekends)

**Start Date:** Immediate

### DUTIES/RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:

- Implements successful family economic development programming such as the Family Independence Initiative, Career Pathways, Lending Circles, Pathways to a Paycheck, Worker Collectives, Entrepreneurial Initiatives
- Researches existing family economic development programs and recommends high outcome programs for implementation
- Oversees Voluntary Income Tax Assistance clinics at the agency including participant recruitment and data tracking
- Builds relationships with business partners through frequent visits, outreach and communication
- Creates and maintains an effective system to support economic programs/projects
- Provides supervision and training and utilizes coaching and mentoring techniques to enhance staff capacity to assist families in achieving economic stability and opportunity
- Works with staff to connect families to social/economic supports including housing, social benefits, and concrete/material resources
- Performs related duties and responsibilities as required
- Attends required meetings/trainings and collaborates/coordinates with Friends of the Family managers, other program coordinators and staff in order to provide seamless service delivery

### EDUCATION/QUALIFICATIONS/SKILLS:

- Minimum BA in Business, Urban Policy, Public Administration, Economic Development, Social Services, or related discipline, along with **3** years experience in economic development programming, Accounting, Finance, Banking/Lending, Non-Profit Management or Program Coordination **Required**.
- Fluent in oral and written English & Spanish, **Required**
- At least 1 year of supervisory experience, **Required**;
- Knowledge of economic development principles, practices and techniques
- Ability to respond to shifting priorities and engage with a diverse workload
- Desire to develop a vision of family economic development and success in marginalized communities
- Knowledge of community services, financing tools, and economic incentives
- Ability to exercise professional judgment and discretion before making decisions
- Ability to establish and maintain effective working relationships with businesses and other partners
- Experience with LA County departments, particularly DCFS, **Helpful**
- Ability to work with people of diverse social and cultural backgrounds with respect and compassion
- Abundantly energetic, tireless and passionate about work in this domain
- Ability to identify complex problems and review related information to develop and implement solutions
- Ability to work both independently and cooperatively as part of a team
- Strong organizational and decision making abilities
- Must be able to work and maintain self-control while under pressure or in stressful circumstances
- Excellent math and written communication skills necessary
- Must be able to lift 25 pounds
- Proficiency in Word, Excel, Power Point, Access, Publisher & Outlook
- Must have a car, be able to drive, have a valid CA driver's license, and current auto insurance
- Satisfactory completion of all background screening requirements

**Please submit resume to: HR Manager**

**Email address: [hr@fofca.org](mailto:hr@fofca.org)**

**Please, NO CALLS.**