

Job Description
Tenfold, Inc.
Financial Empowerment Division
Equal Opportunity Employer (EOE)

Job Title: Financial Education Coordinator

Date Written/Revised: February 22, 2023

Organization and Program Description

Tenfold is a non-profit organization based in Lancaster, PA. Tenfold's mission is to spark the power in all people to achieve equitable housing and financial stability. The Ann Barshinger Financial Empowerment Center (BFEC) works to educate individuals and families on money management and the wise use of credit, help individuals develop a workable personal budget that will succeed, and strive to facilitate a workable action plan that will lead them to self-sufficiency. Services include one-on-one counseling, budget planning, debt management, education, matched savings program, and more!

Basic Function

To manage and monitor the Barshinger Financial Empowerment Center's (BFEC) financial education program.

Essential Functions

1. Ensure that curricula and materials used for homebuyer and financial education workshops are updated periodically and adapted as necessary for specific audiences.
2. Liaise with local banks and other businesses to partner, inform, and recruit volunteer instructors.
3. Provide training for volunteer instructors and communicate with them regularly as needed to maintain workshop schedule and glean understanding of attendee needs.
4. Establish quarterly schedules for on-site financial workshops and distribute internally and externally to social service agencies and other interested organizations. Work with Media Department to update website and social media.
5. Maintain stock of training materials and ensure that training room is set up for each workshop and cleaned up at the conclusion.
6. Respond to requests to provide off-site financial education workshops, including identifying instructors.
7. Teach financial education workshops when another instructor cannot be identified.
8. Maintain workshop electronic and paper records. Including but not limited to, workshop evaluations, pre- and post-testing results, outcomes, and entries in Homeward Bound/RX.
9. Assist in the marketing of workshops to other organizations and businesses in the community.
10. Assist individuals/families with registration, answer questions, and remind of upcoming workshop registration.

A. Other Functions

1. Participate in staff meetings and training.
2. Represent Tenfold and the BFEC at community meetings when requested.

3. Provide off-site Financial Education presentation and outreach as requested.
4. Keep abreast of the financial education field through continuing education opportunities.
5. Perform other tasks assigned by the Director of Financial Empowerment.
6. Understand all Tenfold programs in order to answer questions from workshop participants and encourage referrals to appropriate programs.

Supervision Exercised

Supervise Financial Education Assistant and agency volunteers.

Supervision Received

Responsible to the Director of the Financial Empowerment.

Minimum Knowledge, Skills and Abilities

1. A Bachelor's degree in finance, education or a related field preferred, or a 2 year degree in finance, education or related field, degree or certification in adult education a plus.
2. English fluency required, bi-lingual Spanish strongly preferred.
3. Strong organizational and time management skills.
4. Excellent communication skills, including writing, speaking, and listening skills.
5. Excellent administrative and clerical skills essential
6. Computer-literate, with good knowledge of Microsoft Office applications.
7. Sensitivity to cultural and socioeconomic characteristics of the client population served.
8. A commitment to empowering others to solve their own problems and a conviction about the capacity of people to grow and change.
9. Ability to establish a respectful relationship with clients to help them gain skills and confidence.
10. Capacity to maintain a helping role while setting appropriate limits.
11. Ability to work collaboratively with others, including volunteer instructors and other staff.
12. Ability to work collaboratively with other staff and service providers.
13. Demonstrated ability to multi-task and work flexibly and efficiently – producing high quality work and meeting deadlines.
14. Self-motivated with ability to manage own workload and take initiative in carrying out responsibilities.
15. Commitment to Tenfold's Core Values:
 - We Value Empowerment
 - We value Innovation
 - We Value Integrity
 - We Value Diversity, Equity and Inclusion
 - We Value Teamwork

Time Requirements

-Full time, 40 hours per week. Evenings and weekends as needed

-Reliable and legal personal vehicle (Inspected and insured) and an active valid driver's license

-Willingness to travel to meetings/supervision of staff in Lancaster, York, and surrounding counties as needed

Classification

This position is classified as non-exempt from overtime and compensation is paid on an hourly basis.

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

I have read and understand the responsibilities and requirements of this position for which I have been employed by Tenfold.

Signature of Employee _____ Date _____

Equal Employment Opportunity

Tenfold is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.