

JOB DESCRIPTION

Title: Director of Economic Empowerment	Reports to: Chief Program Officer
FLSA Status: Exempt	
Department: Adult & Family Services	Date: March 2021

Summary: The Director of Economic Empowerment is responsible for developing and implementing a department that supports Wyandotte and Johnson county clients in workforce development and financial literacy and/or economic empowerment programming. El Centro employees are professionals and set the cultural and professional tone of the organization by striving for cultural competency, valuing diverse populations and ideas and adhering to El Centro's values and culture.

PRIMARY ACCOUNTABILITIES

1	Coordinates, manages and implements cohesive economic empowerment programming that helps individuals and families address their social economic challenges and / or achieve their goals. Adheres to grant and community partner guidelines in administering programs and services.
2	Develop and maintain strong community partnerships with employers, banks, and other community entities to ensure collaboration and quality programming to clients.
3	Responsible for coordinating financial programs, employment services and support resources that assist our low-income population manage their finances while building personal assets.
4	Supervise and evaluate Employment Specialist providing proper training and professional development to provide adult job seekers of all experience levels, backgrounds and education levels support with job placement, training, education, etc.
5	Supervise and evaluate Financial Specialist providing proper training and professional development to assist clients with planning for future financial stability including financial assistance, financial literacy classes, and budgeting/ debt management.
6	Coordinates the Volunteer Income Tax Assistance (VITA) sites with the Financial Coach in Kansas City and Olathe (El Centro's sites) and recruits and trains volunteers (with partners) to prepares income tax returns. This includes assisting some clients obtain their Individual Tax Identification Numbers (ITIN) and obtain the certification needed. (special training required and will be provided)
7	Enters and maintains accurate and timely client service information in tracking system, MAACLink, and maintains client files. . Prepares reports that are thorough and prepared on time.
8	Develops presentations and engages the community through various outreach efforts, including presentations and committee work.
9	Assists the CPO with grant writing, and grant compliance reporting related to the Economic Empowerment program, projects or special activities.
10	Supports and contributes to positive Public Relations of El Centro through involvement in- civic and community engagement, organizing and participating in

	outreach activities and various El Centro events. Establish and maintain positive, effective relationships with key resources, vendors, regulators, and other internal and external sources that have a significant effect on the outcomes and operation of this program.
11	Supports teamwork and collaboration throughout the agency to ensure both program and agency success. Promotes inter-departmental support to ensure that clients have access to resources, programs and services promoting their well-being.
12	Supports and contributes to a workplace that aspires to become culturally competent by helping us work with others to facilitate sensitivity, openness and respect to the population we serve.
13	All other duties as assigned

ESSENTIAL FUNCTIONS/KEY COMPETENCIES

- Strong Written and Verbal Communication Skills (English and Spanish)
- Strong Public Speaking Skills (English and Spanish)
- Ability to interact with and provide effective client services
- Strong time management skills
- Proficient in Word, Excel, Outlook, PowerPoint
- Commitment to cultural competency in provision of services and organizational development
- Commitment to advocacy benefitting clients, community, social change and public policy
- Ability to work with Diverse Religious, Racial and Ethnic Communities
- Strategic Thinking and Problem-Solving skills
- Work independently and as part of a team

POSITION REQUIREMENTS

Education and/or Experience

- Minimum of Bachelor's (B.A.) degree in Human Services, Social Work or related field
- Minimum of 3 years professional experience with coordination of programs and management experience
- Bilingual in Spanish and English
- Driving capability preferred

ADDITIONAL REQUIREMENTS:

- Attitudes, knowledge and skills to deliver culturally competent services

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Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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