



Job Opening: Economic Empowerment Coordinator

Job Title: Economic Empowerment Coordinator

Supervisor: Employment Program Manager

Status: Full time, exempt

Salary: \$45,000-\$51,000

To Apply: please send a cover letter and resume in pdf format to humanresources@hiaspa.org. Please make the title of the position that you are applying for the subject of your email. No phone calls, please.

Mission: HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through Immigrant legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

General Description: HIAS Pennsylvania supports refugees, asylees, and other immigrants who have been persecuted due to race, religion, nationality, membership in a social group, or political opinion, displaced from their home countries, and approved to live and work in the U.S. Our Employment Program is federally funded by two different streams of federal funding. One stream is called Matching Grant (MG) and the other is called Refugee Career Pathways (RCP). Both streams are to be used for refugees, asylees and other Federal Office of Refugee Resettlement (ORR) populations to achieve economic self-sufficiency and advancement. While the MG funding supports programing which focuses on supporting initial job placement, the RCP funding supports programing which assists participants to pursue career pathways and create personalized career development plans for career entry and upskilling.

The Economic Empowerment Coordinator (EEC) will help 50 participants enrolled in the employment programs to achieve career mobility and financial security by 1) recruiting, training, and supporting volunteers to serve as job mentors/tutors in coordination with the Community Engagement Specialist; 2) providing digital literacy education through one-on-one or group workshops; and 3) coordinating the financial literacy education and credit & asset building activities with Philadelphia Federal Credit Union (PFCU).

Summary of Responsibilities

1) In support of Job Mentor Coordination and Training (50% FTE), the EEC will:

- In coordination with the Community Engagement Specialist, recruit, train, support, and communicate with volunteers who serve as job mentors/tutors.
- Match volunteer job mentors/tutors with 50 participants enrolled in the employment programs.
- Create, develop, and modify the volunteer job mentor handbook.
- Coordinate job readiness and job search activities (resume and cover letter building, job applications, mock interviews, etc.) with volunteer mentors/tutors.
- Be a point of contact for volunteer job mentors/tutors during their three-month commitment.

- Conduct monthly check-ins with volunteer job mentors/tutors and track their volunteer hours for the funder requirement and reporting purposes.

2) In support of Digital Literacy (DL) Education (25% FTE), the EEC will:

- Provide DL education by coordinating with the RCP Coordinators at HIAS PA and JFS Ann Arbor, and HIAS, Inc. for those enrolled in the RCP program.
- In collaboration with HIAS, Inc., create, develop, and modify the DL education curriculum by assessing DL education needs of our clients and managing DL instruction.
- Check in with the participants to ensure access to and utilization of online vocational training courses and programs such as Coursera, Voxy Engen, and Cell-Ed.
- Provide guidance and assistance to volunteer job mentors/tutors regarding pedagogical methods/approaches to DL education and support.

3) In support of Financial Literacy (FL) Education (25% FTE), the EEC will:

- Coordinate with the PFCU FL Educator to provide agency-wide bi-monthly FL workshops. Maintain attendance records.
- In partnership with the PFCU FL Educator, create, develop, and modify the FL workshop curriculum that focuses on topics around understanding, establishing, and maintaining credit; saving and budgeting; debt, mortgages, and loans; and identifying theft, scams, and safety.
- Assess FL education needs of employment program participants and manage FL instruction.
- In coordination with the PFCU FL Educator and staff, assist 50 employment program participants to open either a credit builder loan or a secured credit card.
- Follow up with the participants and track their status on these credit building activities.

Qualifications:

- Bachelor's degree required.
- Case management, volunteer management, digital literacy education, or financial literacy education experience required. Experience working with refugees and/or immigrant populations a plus.
- Ability to exercise sound judgment in decision-making practices.
- Strong organizational and time management skills.
- Ability to work independently as well as within a team with strong interpersonal skills.
- Ability to maintain confidentiality and professional boundaries as required and appropriate.
- Able to identify challenges and work collaboratively with the Employment Program Manager to recommend solutions.
- Fluency in one or more of our most relevant languages (Russian, Ukrainian, Swahili, Arabic, French, Dari, Pashto, Farsi, or Burmese) a plus.
- Excellent verbal and written communication skills. Ability to communicate effectively through a 3rd party interpreter.
- Strong computer skills, including Microsoft Office and Google Workplace applications.
- Current (within one year) PA Criminal Background check, PA Child Abuse Clearance, and FBI Fingerprint Check.
- Proof of COVID vaccination and booster. Ability to work in the office three days a week (as of June 1, 2022).

Benefits:

This is a nonexempt position; salary is commensurate with experience. Employment package includes comprehensive health care insurance coverage, 403(b) employer contribution retirement account, and very generous paid holiday leave and vacation provisions. Diverse candidates are encouraged to apply.

Compliance Statement:

In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, marital status, veteran status, political affiliation or belief, or any other characteristic or classification protected by federal, state, or local law or regulation. Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.