



Movement City Youth Financial Empowerment Coordinator Job Description

About Lawrence CommunityWorks

Lawrence CommunityWorks, Inc. is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

About Movement City Youth Network

LCW's **Movement City Youth Network (MC)** provides creative opportunities for youth 10 to 18 to explore and express themselves while developing skills to live fulfilling and socially responsible lives. We do this by engaging youth in creative arts and design, academic enrichment, financial empowerment, and leadership development opportunities.

Position Description: Youth Financial Empowerment Coordinator

The **Youth Financial Empowerment Coordinator** will create and oversee all financial empowerment programs and activities and may include, facilitating financially-focused conversations and peer groups, financial education workshops, and financial coaching. In addition, they will work collaboratively with program instructors, youth, LCW staff, and community partners in the design and implementation of fun and engaging financial empowerment programs while connecting youth to opportunities and each other. This position will be integrally involved in the development and designing of program standards, procedures and structures.

Position Responsibilities

- Work with MC Director, instructors, partners, and LCW staff, to lead in the design and implementation of financial empowerment activities that allow youth to learn about money matters and build financial management skills in a fun, creative, and safe environment while building self-esteem and positive relationships with other youth within the MC structure.
- Coordinate the implementation of the financial empowerment curricula and program standards, including but not limited to intake process, file maintenance, counseling activities and education workshops.
- Conducting individual financial coaching with youth members with the objective of building skills and knowledge around financial matters and assisting them to get on a course towards sound financial success, stability and resilience. Financial Coaching includes conducting basic financial assessments based on personal financial, credit, savings and debt objectives, providing guidance and support, fielding needs/concerns, and connecting them to appropriate resources as necessary. Case management: following-up on and documenting youth member issues and concerns in a timely fashion.
- Making sure required forms are up to date and utilized according to standards.
- Setting and coordinating program schedules and events both internal and external.
- Making certain that Financial Empowerment programming meets and exceeds operational standards and guidelines as established by LCW and the Mayor Youth Empowerment Grant.



- Conducting and ensuring integrity and quality control of program data collection and producing required Financial Empowerment reports to the Director for submission to LCW upper management, funders, and others as needed.
- Overseeing any Financial Empowerment program volunteers and interns.
- Engaging and connecting members, according to LCW Network engagement principles.
- Conducting marketing and outreach of Financial Empowerment services and recruitment of participants; including but not limited to the utilization of online social media tools.
- Assisting Director with identifying and screening guest speakers for the programs.
- Fostering partnerships with professionals in all aspects of Financial Empowerment.
- Representing the department and organization by attending community meetings/events
- Attend required training and recommended professional development training
- Staff MC summer program.
- Supervise and mentor youth leaders and MC members in a safe, sensitive, developmentally appropriate, positive manner. Offer effective counseling, advocacy, support, and referral to youth and their families.
- Adhere to all MC and LCW policies and procedures.
- Any other duties as assigned by Management.

Qualifications

- Post-secondary education and/or three to five years of experience in youth development
- Well-organized and detailed oriented with ability to multi-task and think creatively
- Demonstrate strong technical knowledge of financial empowerment, programs, systems and issues.
- Analytical, problem-solving and critical thinking skills
- Experience with data entry and record-keeping
- Strong sense of property and respect
- Strong verbal and written communications skills and basic math skills
- Teamwork and collaboration skills
- Strong computer skills (MS Office Suite, Email, Web)
- Self-starter who can work independently
- Highly dependable, flexible and punctual
- Must have transportation and able to travel occasionally
- Demonstrated ability to build and maintain multi-level relationships and networks – junior and senior, for-profit and nonprofit, and with diverse backgrounds
- Willingness to learn, absorb, and practice LCW's *Network-centric* approach to community-building
- Remain focused in the face of pressure, deliver against timelines, not intimidated by tasks/time limitations
- Fluency in Spanish and English preferred

Please send your cover letter and resume to: recruiting@lawrencecommunityworks.org