



Job Description

Position: Financial Literacy Facilitator, Money Matters Program (Term Position)

This is a full-time, 6-month term position

Tentative start date: July 3, 2017

Tentative end date: December 22, 2017

Want to do work that makes a difference?

We work to change lives. Check out our mission, vision and values on our website. Don't forget to read about how we work with our participants to make a difference.

Momentum staff work cooperatively with others, demonstrate flexibility in organizing work, have strong communication skills, and demonstrate thoughtfulness in decision making. As a learning organization, Momentum staff are expected to continuously develop professionally and personally.

Staff are non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the individual, family and community.

The Organization:

Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We use financial literacy, skills training, and small business development as tools to empower people as they exit poverty.

We're striving to be an employer of choice and were selected as one of Alberta's Top 70 Employers for 2016. We provide competitive compensation and benefits with an unparalleled work environment. We are professional and diverse, so you'll find a range of people and backgrounds working here: from MBAs to Social Workers and everything in between. We're serious about our work but we don't take ourselves too seriously and love to celebrate and have fun along the way. We have high standards within a supportive setting that allows us to achieve a lot and have meaningful impact in the community. We're good corporate citizens with sustainability being one of our values and take care to reduce our environmental footprint.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

The Program:

The Money Matters Program (MM\$) helps persons living with mental health and/or addiction challenges increase their personal financial management skills with the goal of ensuring sustainable independent living. MM\$ is a collaborative partnership with Calgary Alternative Support Services (CASS). MM\$ is comprised of two program delivery components: Financial Education of seven workshops in one series (provided by Momentum) and Financial Administration (provided by CASS).

In the program, your ability to facilitate workshops with individuals experiencing mental health and/or addictions challenges will be a tremendous asset. You are a natural facilitator relying on adult education principles to bring our creative content alive for groups.

If this sounds like a place where you would want to work, please review the position below to see if there is a fit with your skills and experience.

Responsibilities:

This position is responsible for the effective delivery of the Money Matters Program. The Facilitator will work cooperatively with the Financial Literacy team and the Financial Administrator at CASS to ensure successful program delivery, and report to the Manager and Coordinator of Financial Literacy.

Primary Relationships:

- Financial Literacy Manager
- Financial Literacy Coordinator
- Money Matters Financial Administrator
- Financial Literacy staff
- Financial Literacy participants
- Momentum staff
- Community agencies

Key areas of Responsibility:

- Program promotion & delivery to mental health and addiction community
- Facilitation of Money Matters workshops
- Program administration, evaluation and reporting
- Departmental & Community Involvement

Major Responsibilities:

Program Promotion

- Coordinate the development and dissemination of program promotional strategies and materials
- Develop and maintain good working relationship with community agencies
- Respond to all program inquiries via email, phone sending promotional material, and/or personal meetings
- Educate prospective participants and other agencies about Money Matters and other Financial Literacy Programs
- Build connections and relationships with existing and new Money Matters partners

Program Delivery

- Assist participants and referral agencies with application process
- Schedule and facilitate Money Matters workshops
- Provide one-on-one financial coaching (e.g., building budget, setting financial goals, establishing savings)
- Identify and navigate appropriate government benefits and mainstream financial products for participants
- Provide participants with support in the form of follow up and referral to other relevant services
- Assist participants in increasing their resiliency for unpredictable events
- Encourage peer support and holistic wellbeing among participants
- Be aware of the program's budget and facilitate the program within the budget

Special Project – External Program Evaluation (July to November 2017)

- Coordinate project activities, resources, and information with hired third party contractor/evaluator
- Monitor and track project progress and handle any issues that arise
- Communicate project status adequately to the project team
- Liaise with the Money Matters Financial Administrator to ensure the evaluation project activities are implemented
- Assist in implementing data collection activities
- Coordinate with the team to develop an implementation plan of evaluation recommendations
- Ensure the invoice(s) from the evaluator are forwarded to the accounting department in timely manner

On-going Evaluation and Reporting

- Maintain accurate and up-to-date electronic & hard copy records
- Organize and conduct participant evaluation
- Monitor program progress with regards to achievement of program outputs and outcomes, and make appropriate adjustments to program delivery
- Prepare required reports
- Ensure the Financial Literacy Manager is aware of program and participant successes and difficulties
- Participate in the continuous improvement of Financial Literacy Curriculum

Departmental & Community Involvement

- Participate in Financial Literacy meetings and staff meetings
- Work with the IDA team in facilitating Step2savings information sessions
- Participate in Momentum activities, events and initiatives, as capacity allows
- Participate in asset development, financial literacy, and community economic development initiatives, as capacity allows
- Participate in community events, build relationships and partnerships in the areas of mental health and addictions
- Network within the Calgary community and attend community agency meetings and events

Qualifications:

- Degree or certification in social work, counselling or relevant field or related experience
- Excellent facilitation skills rooted in adult education principles
- Strong organizational and coordination skills
- Experience in one-on-one counselling/case management preferred
- Experience working with individuals living on low-incomes
- Experience working with individuals living with mental health and/or addiction challenges
- Experience in program coordination
- Some basic financial literacy knowledge
- Understanding of Community Economic Development
- Experience in evaluation and research an asset
- Excellent interpersonal, communication, and team building skills
- Ability to work independently and as part of a team
- Computer literacy in word processing, database, email and internet systems
- Non-profit experience an asset
- Able to work one to two evenings per week and access to a vehicle for travel within Calgary to deliver workshops at various sites

To apply:

Please forward resume with covering letter:

Via e-mail to: job@momentum.org.

Attention: Hiring Committee

Competition Number: MOM0501 (State competition number in subject line of email)

Closing Date: Until suitable candidate is found

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

To see why Momentum is a great place to work and what we have to offer visit www.momentum.org