

JOB VACANCY

Position: Financial Empowerment Specialist

Starting Salary Range: Total Stipend equal to (1568.88 monthly) from 6/7/21-8/15/21

JOB SUMMARY

Financial Empowerment Specialist will evaluate and recommend improvements for the Brightpoint Development Fund's (BDF) Financial Empowerment program with the goal to increase participation and build agency capacity by improving efficiencies and effectiveness of the program. The program targets clients living within the 17-county service area with incomes at or below 80% of the Area Median income, in an attempt to demonstrate skills relating to budgeting, banking, and credit, among other relevant topics relating to finances. The Specialist will also be responsible for evaluating and developing program delivery plans and other agency capacity building activities across the agency, as well as develop and distribute client surveys to increase organizational capacity across the organization. In addition, the Specialist will be responsible for researching and implementing improvements to the program delivery plans for the Healthy Eating Active Living (HEALing Kitchen) cooking classes that teaches participants to shop and cook using healthy ingredients on a budget. The ideal candidate should be self-motivated, able to work independently, and promote positive change in others. The program runs a complete calendar year beginning on or around 8/16/21. Applications accepted through 7/9/21. This position is a part of the Housing Action AmeriCorps Network, which is an AmeriCorps VISTA program managed by Housing Action Illinois since 2010.

ESSENTIAL FUNCTIONS

1. Research and implement recommendations for Financial Empowerment classes to Brightpoint clients and community members
2. Market Financial Empowerment classes and services
3. Help market HEALing Kitchen cooking classes
4. Oversee and coordinate special projects as requested including presence at community events, creation of new programs and presentations
5. Oversee the administration and final closeout report for HEALing Kitchen cooking classes
6. On-going planning and networking to coordinate and strengthen Financial Empowerment Services, HEALing Kitchen cooking classes and Brightpoint in the community
7. Develop feedback and program evaluation tools to expand capacity for Brightpoint clients
8. Plan/participate in several small/large local/national service projects
9. Attend and positively participate at all Brightpoint Operations meetings and AmeriCorps meetings, and professional development trainings as they become available
10. Perform other duties that expand capacity for the organization as assigned by the supervisor
11. Adhere to Brightpoint/AmeriCorps personnel policies, fiscal procedures and all other workplace rules
12. Implement Brightpoint Values at all times which means they will conduct themselves in a positive manner so as to promote the best interests of the Agency and as outlined in the Employee Handbook Sections 801-808

ACCOUNTABILITES

1. The Member is to evaluate, develop, and implement opportunities specifically designed to reach and engage low-income residents through ongoing Financial Empowerment classes
2. The member will evaluate, develop, and implement eight (8) program delivery plans for the HEALing Kitchen classes at eight (8) locations with the goal to increase participation of the HEALing Kitchen classes to a minimum of 64 participants total across at least eight (8) low-income housing developments
3. AmeriCorps Member will create and distribute surveys to clients to measure effectiveness and efficiency of agency programs

PROGRAM BENEFITS

1. \$541 a month choice of housing, fuel or grocery stipend
2. Living Allowance
3. Choice of Education Award or End of Service Stipend

PHYSICAL REQUIREMENTS

1. Work involving standing, sitting, bending
2. Must be able to stand and sit for forty-five 45-minute intervals. Must be able to move forty (40) pounds all directions
3. Manual dexterity and visual skills required. Auditory and verbal skills required for communication with clients, staff and the public

ELIGIBILITY REQUIRMENTS

1. Must be 18 years of age
 2. Minimum of a High School Diploma or GED. Experience in Education, Social Services or Human Services is preferred
 3. Public speaking and the ability to educate/teach/train others
 4. Ability to create/design displays or presentations
 5. Permits attendance at school and working another job during off hours
 6. Must be able to work with minimal supervision; be self-motivated, attentive to detail, well-organized, dependable, productive, and function well under deadlines and multiple priorities
 7. Flexibility to serve in a variety of settings including high-pressure circumstances.
 8. Ability to occasionally work evenings and weekends
 9. Must have a valid Indiana driver's license and access to dependable transportation. Must maintain minimum of \$50,000/\$100,000 on auto insurance.
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TENTATIVE DATES FOR EXTERNAL POSTING: FROM June 11, 2021 TO until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213

APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN

8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT www.mybrightpoint.org