

### Position Overview

An Asset Building Program Coordinator is responsible for the planning, implementation, and evaluation of Asset Building Programs. The Asset Building Program Coordinator reports to the Director or Manager of Asset Building Programs and is a part of the Asset Building Programs team.

### Tasks

Under the supervision of the Director and/or Manager of Asset Building Programs:

- Coordinate and facilitate Asset Building Programs including Matched Saving programs, Money Management training and/or Access to Benefits programs.
- Plan, monitor and deliver effective case management to program participants
- Contribute to program development, implementation and evaluation
- Contribute to program proposals and reports as required for project funders
- Ensure that program goals and objectives are achieved
- Conduct screening for benefits and other potential referrals, both internal and external
- Develop and deliver capacity building training, and technical support to community partners and other service providers.
- Other duties as required for the successful operations of Asset Building Programs

### Skills and Qualifications

- Excellent project management, program development, program co-ordination and administration skills
- Excellent facilitation and curriculum development skills
- Ability to manage a case load and provide effective one to one support
- Ability to respond to participants complex needs from a trauma informed perspective
- Ability to communicate financial information in plain language
- Knowledge of money management skills, including financial systems and budgeting
- Strong computer skills in current software including Outlook, MS Word, Excel, Access, PowerPoint and data entry
- Strong analytical and problem solving skills
- Ability to communicate effectively and professionally (oral and written)
- Familiarity with the requirements to access government benefits, ID, basic banking, RESPs and file income tax returns
- Excellent conflict management skills
- Personal knowledge of or experience working with others living on a low income
- Good working relationships with community organizations serving communities living on a low-income and other vulnerable community populations
- Ability to work with individuals and families from diverse backgrounds
- Knowledge of inner city issues and Community Economic Development
- Knowledge of Indigenous issues and the ongoing impacts of colonization
- Ability to work as part of a collaborative team in a non-profit participatory management environment

### Access to Benefits Specific Tasks

- File income tax returns and assist participants to navigate complex systems to access basic banking and government benefits.
- As the body of knowledge necessary to successfully navigate complex systems is fluid and can be difficult to standardize in training materials, the need for opportunities to build and share knowledge is ongoing. A to B staff will continue to liaise with partners, service providers and government agencies to strengthen internal capacity.

### Matched Savings Specific Tasks

- Monitor participant progress and provide individualized support to participants to achieve savings goals within program guidelines
- Describe matched savings programs to applicants and assess suitability.
- Contribute to curriculum development and workshop design.
- Facilitate money management workshops in house and offsite to a diverse group of individuals and adapt workshops to unique needs of the group.
- Facilitate individual or group sessions on consumer math related to credit, banking and other financial systems
- Use basic math in daily administrative tasks