



## 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 the Workforce and Development Department

**The Workforce Development Department** at Lawrence CommunityWorks works towards helping individual in the community reach their professional and financial goals by offering Programs that are an innovative **Workforce Trainings and Job Placement Programs** *servicing unemployed and underemployed adults of the Merrimack Valley*. The program works relentlessly and collaboratively across sectors to ensure that participants can make gradual progress toward self-sufficiency and toward their dreams for their families

## About Family Services of Merrimack Valley

**Family Services of the Merrimack Valley** is a nonprofit social services organization dedicated to helping vulnerable children and families reach their full potential. Rooted in compassion and respect for the diverse population we serve, we help more than 7,000 people through 20 high quality programs focused on youth development, parent education and emotional health. All of these services are infused with a sense of hope and possibility and produce tangible and sustainable change, enabling individuals to thrive within their family, community, workplace and school.

**Family Services Strengthening Couples Program (SCP)** is a healthy marriage and relationships education program for low-income Latino couples in Lawrence. The 8-week program consists of sessions to help couples develop the skills they need to achieve improved overall relationship quality, parent-child interactions, and economic stability.

## Position: Employment and Financial Coach

**The Employment and Financial Coach** will provide employment and financial coaching with a focus on the utilization of coaching techniques, tools, and practices to Family Services Strengthening Couples participants. Core duties include: a) supporting Strengthening Couples participants to develop financial and employment goals by conducting financial analysis, skills evaluations and needs assessments and providing guidance. b) delivering training workshops by coordinating with relevant staff at partner agencies and c) advocating by facilitating relationships and communication with relevant Family Services of Merrimack Valley staff and partner agencies to help participants achieve progress towards financial and employment goals. The Employment and Financial Coach is a loaned Lawrence CommunityWorks employee anchored at the Family Services of Merrimack Valley and will rotate assignments between Lawrence CommunityWorks and Family Services of Merrimack Valley.

## Responsibilities



- Conduct intake process, file maintenance of SCP participant cases, and coordinate referrals to relevant key partners or area employers.
- Conduct triage through needs and goals assessments of the participants and provide written action-based plans designed to achieve or resolve identified parent individual goals and barriers.
- Conduct on-going follow up with SCP participants, employers and partners to ensure parent success in accomplishing goals or resolving barriers to financial stability or employment.
- Establish and maintain regular presence and relationships with participants as assigned to conduct onsite coaching, education and support services.
- Lead job readiness workshops including cover letter and resume development, career exploration and support, job search, job applications, and interviewing; Adapt curriculum as needed to address employer and participant needs.
- Lead personal finance workshops including money management, credit, savings and wealth building; Adapt curriculum as needed to address participant challenges and needs.
- Conduct marketing and outreach of initiative activities and resources.
- Conduct accurate data entry and recordkeeping into Fundly, ETO and Counselor Max and NForm.
- Work with relevant partners to design and deliver financial and employment coaching training.
- Identify and screen guest speakers for workshops as necessary.
- Ensure that counseling and workshop participants have opportunities to connect to other SCP participants and Lawrence CommunityWorks resources.
- Ensuring counseling and education production is sufficient to meet participant needs and project goals, and responsive to operational standards and guidelines as established by management and funding agreements
- Ensuring integrity of program data gathering, entry, and reporting and evaluation.
- Attend required training and recommended professional development and networking opportunities to advance personal and project capacity.
- Work closely with case managers to ensure that efforts are grounded in deep understanding of couples strengths and barriers.
- Support Family Services of Merrimack Valley as needed, as well as attend SCP staff meetings.
- Other tasks as assigned by the Program Manager or Department Director.

### Qualifications

- Bachelor's Degree or direct relevant experience coaching and training others preferred
- Must be flexible and willing to work evenings and weekends as needed
- Ability to work with financial calculations and understand figures and trends
- Critical thinking and problem solving skills
- Ability and experience working with populations of limited resources with empathy and compassion
- Outstanding communication and interpersonal skills
- Proven ability to work with efficiency and good humor
- Self-starter, self-disciplined, well-organized, with excellent follow-through
- Must have transportation and be available to travel



**Our House Campus** 168 Newbury Street · Lawrence, MA 01841

**Phone** 978.685.3115 · **Fax** 978.688.8453

- Bilingual English and Spanish required; culturally competent necessary

### Compensation and Benefits

Salary: commensurate with experience

Benefits: Health, Life, Dental, Retirement, Vacation, Personal, Sick

### Please send cover letter and resume to:

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