



Emergency  
Family  
Assistance  
Association

## EMERGENCY FAMILY ASSISTANCE ASSOCIATION JOB DESCRIPTION

- Job Title:** Economic Empowerment Program Manager
- Hours of Work:** 40 hours per week Monday-Friday. Work hours are 8:30 am - 5:00 pm with a specific schedule determined by the employee and their supervisor in conjunction with other staff who work at this location. Some evening and weekend work will be required. Regular and timely attendance is an essential function of this job.
- Work Location:** 1575 Yarmouth, Boulder, CO 80304
- Reports to:** Director of Programs
- Supervises:** Financial Health Coordinator

### About EFAA

EFAA's mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community. As an organization we value community, resiliency, innovation, integrity, equity, and impact. For over 100 years, EFAA has provided a local safety net to families and individuals working hard to make ends meet and has increasingly developed deeper programming to more systemically reduce poverty, prevent homelessness, build family resilience, and create a more equitable community.

### Position Summary

The Economic Empowerment Program Manager is responsible for coordinating and implementing key economic empowerment initiatives and guiding economic empowerment policy, programs, and activities. The scope of this program area includes employment, job placement and income strategies, efforts to improve the skills and knowledge to make financial decisions, and access to safe financial products. The Economic Empowerment Program Manager will provide day to day technical support to ensure internal processes are completed efficiently and support the collaboration among Housing and Basic Needs teams, EFAA programs, community partners and volunteers in activities related to Economic Empowerment. This position reports directly to EFAA's Director of Programs.

**Supervision:** Supervisors are responsible for hiring, training, and evaluating supervised positions consistent with EFAA policies and procedures including annual evaluations and professional development plans for staff members. Documentation and paperwork related to supervisor responsibilities (hiring documents, compensation sheets, timesheets/absence reports, evaluations / quarterly reviews) completed in a timely and accurate manner.

## Essential Functions

### Program Management:

- Be versed in EFAA's purpose and prepared to learn and research concepts, policies and programs related to economic empowerment.
- Serve as the lead on coordinating and organizing virtual and in-person financial education and economic empowerment classes and external partners, including outreach and recruitment among EFAA participants.
- Coordinate and oversee employment direct financial assistance programming conducted by Housing Resource Navigators under the guidance of the Housing Program Manager. Includes development of program strategy, policy, guidelines, and standards, training and troubleshooting; with potential expansion beyond EFAA Housing adults to include young adults and other communities.
- Evaluate the restart of EFAA's Job Uptake for Motivated Parents (JUMP) program in collaboration with Workforce Boulder County and/or other joint programming possibilities such as internship or apprenticeship programs for EFAA participants.
- Responsible for making policy recommendations to provide participants with employment coaching and direct financial assistance based on current trends in evidence-based research, as well as recommendations for program implementation.
- In collaboration with the Data Monitoring and Evaluation Coordinator, develop and maintain economic empowerment evaluation strategies, logic models, measurements, and data points.
- Identify programming gaps and partnership opportunities to build out EFAA's Economic Empowerment programming including leading an effort to host economic empowerment peer learning workshops in Boulder County.
- Launch of the Employment DFA program with a clear structure that includes well-defined goals for participants, streamlines processes for housing navigators, and ensures efficient collaboration across departments.
- Oversee the transition of the Financial Health Course from Philanthropiece to EFAA's Economic Empowerment Program, ensuring smooth integration while maintaining the course's integrity and impact. Develop Financial Health Course 2.0 for EFAA participants.
- Strengthen collaboration with Digital Divide team to successfully deliver digital literacy courses for EFAA participants, empowering them to navigate the complexities of the digital world.
- Empower EFAA participants through tax credit outreach efforts, collaborating with community partners to promote available tax credits for low-income parents and individuals, ultimately increasing participants' income.

### Collaboration:

- Collaborate with the Data Monitoring and Evaluation Coordinator to develop and maintain evaluation strategies, logic models, and key performance metrics for the Economic Empowerment Program. Ensure successful achievement of grant outputs and outcomes and provide timely reporting as needed.
- Assist EFAA leadership with cultivating and maintaining community relationships (Workforce Boulder County, Family Resource Centers, community partners, etc.) with organizations specifically invested in economic empowerment strategies and programs.
- Assist in representing EFAA at sector-related events and coalitions
- Work with the Director of Volunteer Services to identify potential for engaging EFAA volunteers to support Economic Empowerment programming
- Other duties as assigned.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned as necessitated by organizational demands.

## Required Skills/Competencies

- Minimum of three years of economic empowerment, financial well-being or employment related experience with underserved or vulnerable populations.
- Bachelor's degree in relevant field of study (social work, sociology, behavioral economics, etc.) or relevant experience.
- Program design and development experience
- Proficient in MS Office and MS Teams (Word, Excel, OneDrive) and other relevant software such as Zoom.
- Skilled in leading groups and teams.
- Ability to maintain a high degree of confidentiality.
- Demonstrated decision making ability.
- Excellent interpersonal, oral, and written communication skills.
- Ability to establish priorities in an environment of competing demands.
- Ability to communicate and work easily with a wide variety of people.
- Attention to detail and an ability to manage multiple projects a must.
- Commitment to the mission of EFAA and the principals of diversity, equity and inclusion.
- Adheres to and upholds safety workplace practices; demonstrates responsible use of EFAA Information Technology equipment and adheres to EFAA IT protocols.

## Preferred Qualifications

- Master's Degree in a relevant field
- Leadership experience
- Public speaking experience
- Verbal and written Spanish language proficiency strongly preferred.

## Working Environment, Physical Activities and Equipment Used:

Typical office environment. Regularly uses computers for data input and other work.

## Compensation

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is **\$65,000 - \$70,000**. Competitive pay commensurate with education and experience.

## Why You Should Apply

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecopass
- Language bonus for bilingual English / Spanish speaking employees
- Family friendly policies and practices
- A commitment to professional development and training

## How to Apply

Please email your cover letter and resume to [resumes@efaa.org](mailto:resumes@efaa.org) with the subject line "Economic Empowerment Program Manager". The position is open until filled. Applications will be reviewed on a rolling basis.

**Non-Discrimination Policy**

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, familial status, sexual orientation, gender identity or expression, genetic information or characteristics, parenthood, custody of a minor child, pregnancy, marital status or any protected class under applicable Federal, State or local laws that is not listed above.