



Green Space Program Coordinator

ORGANIZATION

Metro Housing|Boston is a leading nonprofit dedicated to connecting the residents of Greater Boston with safe, decent homes they can afford. Metro Housing empowers families and individuals to move along the continuum from homelessness to housing stability. Serving more than 25,000 households annually, we work seamlessly to bridge the gaps among government, nonprofits, and corporations to continually increase our impact. With more than 30 years' experience piloting and implementing housing programs, we have solidified our position as an industry-leading expert on navigating the affordable housing field.

MISSION

We mobilize wide-ranging resources to provide innovative and personalized services that lead families and individuals to housing stability, economic security and an improved quality of life.

OVERVIEW

Green Space is Metro Housing's financial literacy and housing stabilization program for low- and moderate-income families and individuals in Greater Boston. Green Space provides workshops and one-on-one financial coaching with no time limits, focusing on each participant's financial priorities. Green Space also provides housing stabilization case management services as needed. The Program Coordinator is responsible for providing programmatic support and lead both large scale trainings and individual coaching.

REPORTS TO

Director of Housing Supports

RESPONSIBILITIES MAY INCLUDE:

- Lead large-group financial trainings with an interactive and high energy approach
- Provide customized in person or phone-based or virtual one-on-one financial coaching sessions on topics such as income growth, credit, debt, savings, and long-term asset building
- Recruit engaged volunteers to assist with the mission of the program, train them to be effective coaches, and retain them as critical elements in the progress of the participants
- Serve as a partner and champion as clients set goals and define action plans to achieve short and long-term objectives
- Support clients as they encounter barriers by brainstorming solutions and identifying available expertise and resources
- Identify and connect clients with resources to help meet short-term needs and enable progress towards their long-term goals
- Maintain required records and documentation in a timely manner and in compliance with the organization's data privacy policies
- Keep up to date in knowledge of financial coaching best practices
- Assist in the development of internal policies and procedures for the program
- Maintain and enhance methods of program monitoring in order to measure performance on agency goals
- Conduct monthly reviews of files to ensure there are in compliance with the program regulations;

- Ensure all required data is entered and accurate in database
- Represent Metro Housing at meetings with external partners, management companies, and banks as part of volunteer recruitment
- Other duties as assigned.

QUALIFICATIONS:

- Demonstrated competence in working with diverse populations with low or moderate income
- Previous experience in financial coaching and meeting education, employment, and social service needs of clients
- Experience recruiting, training, and supporting volunteers
- Knowledge of social services in the Greater Metropolitan Boston area
- Comfort and experience working with computers, software applications, and databases
- Passion for coaching and mentoring others to achieve challenging goals
- Ability to solicit, receive, and grow from both positive and adjusting feedback
- Commitment to teamwork and collaboration with colleagues from diverse backgrounds
- Ability to build high quality connections with colleagues and community members
- Outstanding communication skills and ability to advocate for your point of view
- Excellent time management skills and ability to prioritize competing priorities in ways that advance high quality outcomes
- Familiarity with Microsoft Office, including Word, Excel, and Access
- Bachelor's degree or equivalent combination of education and professional family social work and/or vocational counseling experience.

PREFERENCE GIVEN TO

- Candidates with multilingual skills (verbal and written). We are seeking candidates that speak and write English and at least one of the following languages (for interpreting and translation): Vietnamese, Cape Verdean Creole, Portuguese, Cantonese, Mandarin, Toisanese, and Spanish.
- Candidates who live within two miles of Metro Housing | Boston's headquarters at Roxbury Crossing.

SALARY/BENEFITS (This is a non-exempt position)

\$52,500 plus excellent benefits.

AN EQUAL OPPORTUNITY EMPLOYER