



**POSITION:** FINANCIAL STABILITY COORDINATOR  
**PROGRAM:** FINANCIAL STABILITY  
**REPORTS TO:** COMMUNITY PARTNERSHIPS & SERVICES DIRECTOR  
**STATUS:** FULL TIME  
**RATE OF PAY:** \$18.33/HR. - \$21.93/HR.  
**FLSA:** NON-EXEMPT  
**APPLY BY:** FRIDAY, MARCH 16, 2018

### POSITION SUMMARY

Staff will promote and educate with financial stability messages using primarily the Your Money, Your Goals curriculum; providing direct education and other activities to support healthy financial behaviors and change. Duties include establishing and maintaining multi-sector contacts as well as planning, scheduling, and implementing outreach and education to families, neighborhoods, and organizations. **Communicate in Spanish and English is required. A translation and computer literacy test will be administered. Must pass all tests to be considered for interview.**

### MINIMUM QUALIFICATIONS

**Applicant must possess a general knowledge of:**

1. Planning and organizational techniques to develop and implement action plans. Working efficiently with demanding time constraints.
2. Knowledge of teaching and/or training techniques and skills.
3. Knowledge of financial literacy, financial stability, and poverty issues.
4. Knowledge of planning, implementing and evaluating community projects.
5. Knowledge of community organizing and business.
6. Record keeping principals and methods.
7. Must have English communication skills.

### APPLICANT MUST POSSESS THE ABILITY TO:

1. Analyze and interpret various materials to make recommendations; understand and apply program rules, regulations and procedures. Be responsible for completion of complex tasks requiring professional skills.
2. Teach and train using a prescribed curriculum.
3. Be independent and self-directed. Exercise considerable judgment.
4. Read, write, and speak English effectively to communicate clearly and concisely. Produce error free documents.
5. Establish and maintain effective working relationships with agency's staff and representatives of other organizations.
6. Effectively present information and respond to questions from individuals or groups, managers, clients, and the general public.
7. Perform mathematical skills sufficient to create, compose or compile information on computer or complete forms for reports or presentations. Familiarity with Microsoft Office, WORD, EXCEL, POWERPOINT and OUTLOOK. **Position requires computer literacy** and use of portable devices including, projector, cell phones and copiers.
8. Possess a valid California Driver's License with a driving record that meets minimum standards established by Community Action Partnership of Orange County carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.
9. Provide valid California motor vehicle operator's license with a driving record that meets minimum standards established by Community Action Partnership of Orange County insurance carrier.
10. Must be able to lift thirty (30) pounds.
11. Fluently speak, read, and write **English/Spanish is required.**
12. Work occasional evenings and/or weekends.
13. Work in an environment predominantly indoors with little to no outdoor working requirements.

14. Bending, stooping, reaching, pulling, pushing, standing, kneeling, sitting, twisting, turning, walking, and bending at the waist may be physical requirements of the job.

### **EDUCATION & EXPERIENCE**

Bachelor's degree required or 3-5 years or more related experience.

### **APPLICATION PROCEDURES**

Apply at Community Action Partnership of Orange County, 11870 Monarch Street, Garden Grove, CA 92841. Applications may also be obtained by calling (714) 897-6670 ext. 3602 or e-mail request at [hr@capoc.org](mailto:hr@capoc.org) or visit [www.capoc.org](http://www.capoc.org) to download. Applications must be filed no later than 5:00 p.m. on the closing date. **Resumes will not be accepted without a completed application. Incomplete application will not be considered.** Facsimile (Fax) copies at (714) 894-5404.

### **MEDICAL EXAMINATION**

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity/Affirmative Action Employer, Women and Minorities are Encouraged To Apply

### **THE PROMISE OF COMMUNITY ACTION**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

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File: FinancialStabilityCoord

Community Action Partnership of Orange County  
11870 Monarch Street  
Garden Grove, CA 92841