

Job description

New Life CDC Success Groups Liason

April 6, 2018

IDENTIFICATION:

Job Title: Success Groups Liason
1st Level of Accountability: Executive Director

JOB SUMMARY:

Success Groups is a project based on a model found in 7 other U.S. Cities and initiated by the Family Independence Initiative. The Success Groups project releases funding to individuals and families as a means of empowering them to overcome financial and professional challenges.

The Success Groups Liason serves as the New Life CDC staff representative to the Success Groups families.

This position is part-time employment at 8 to 15 hours per week. Training is provided.

QUALIFICATIONS:

- Committed to the vision/ values of FII and New Life CDC (www.newlifecdc.us)
- Experienced in leading within a multi-racial, urban context w/ varied socio-economic demographics
- Attention to detail is a must. Able to multi-task but remain focused on key outcomes.
- Excellent speaking and writing skills
- 3-5 years professional experience in administrative environment (ex: finance, admin assistant, case management)
- Must be bilingual. Spanish a plus.
- Must be very familiar and comfortable with web-based technology
- Must have ability to **refrain** from instructing families on how to plan for or achieve goals (financial, educational, health, etc.). Violation of this requirement is possible grounds for termination.

RESPONSIBILITIES

1. Success Groups staff **MUST refrain** from instructing families on how to plan for or achieve goals (financial, educational, health, etc.). Violation of this requirement is possible grounds for termination.
2. Lead/ execute info sessions until the desired number of cohorts is formed.
3. Attend cohort meetings in order to take detailed notes.
4. Perform quarterly audits to ensure correct data and capture goals of cohort members.
5. Be well versed in Success Groups/ FII technology especially journaling and analytics.
6. Be well versed in Resource Hub processes.
7. Other tasks required to fulfill responsibilities.

For inquiries, email cover letter and resume to info@newlifecdc.us