



Compass Center for Women and Families Financial Advocate Position Description

Job: Financial Advocate

Reports to: Self-Sufficiency Programs Director

Classification: Part-Time; 20 hours per week

Benefits: Pro-rated Paid Time Off (PTO) & holiday pay, and option to participate in 403(b) Retirement Savings Plan

Salary: \$17.22/hr.

Organization Summary: Compass Center for Women and Families helps all people navigate their journey to self-sufficiency, safety, and health. We empower individuals and promote equal access to opportunity regardless of gender or economic status. We are proud to serve over 6,000 clients each year with essential programs and services like career and financial education, legal resources, and support groups, all open to the public. Additionally, Compass Center is the only Orange County resource for comprehensive domestic violence crisis services. Compass Center is also closely connected to Chapel Hill-Carrboro City Schools, offering sexual health programming and empowerment programs related to safe relationships in middle and high school health classes.

Position Summary: The primary responsibility of the Financial Advocate is to assist individuals in assessing their financial position, identify financial goals and create a plan to address these goals. This includes conducting outreach to community organizations to recruit clients, and developing, implementing, and evaluating client-centered and trauma-sensitive direct services to clients. The Financial Advocate will empower and hold clients accountable to their financial decisions and actions, and focus on behavior change. They will also receive domestic violence advocate training and work closely with our domestic violence crisis services team to provide responsive services for survivors facing unique challenges maintaining economic success. This position reports directly to the Self-Sufficiency Programs Director.

Essential Job Duties and Responsibilities:

Financial Education Program

- Develop, implement and manage financial education services including individual appointments and workshops.
- Provide one-on-one client-centered and trauma-sensitive direct services to individuals and families to boost savings, control spending, eliminate debt, and/or improve credit.
- Provide referrals and advocacy to community agencies to support individuals and families in reaching their financial goals.
- Coordinate services for survivors of domestic/intimate partner violence with Compass Center's Domestic Violence Advocacy Team.
- Serve as a liaison for financial programs to relevant community agencies.

Organizational Duties

- Maintain proper documentation of client service provision and oversee collection of evaluation tools necessary to evaluate programs.
- Responsible for the preparation of monthly report(s) as required by supervisor and/or Executive Director.
- Timely and consistent attendance at staff and program meetings.
- Responsible for participating in the on-going maintenance of a clean, organized and welcoming facility and environment.
- Other duties as assigned by supervisor.

Qualifications

- Bachelor's degree with 2 years of experience in a social service or financial setting. Minimum of 1 year of experience in providing direct services to clients; background in career and/or financial counseling preferred; training and experience with crisis services for victims of crime preferred.
- Spanish language skills a plus.

Hours

- Part-time, up to 20 hours per week.
- Some evening and weekend hours may be required.

We actively encourage diverse candidates to apply. Compass Center for Women and Families provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

How to Apply: Please email a cover letter, resume, and names of three professional references (at least one a supervisor) to employment@compassctr.org. Please include the job title in the subject line of the email. No phone calls please. Applications will be accepted until the position is filled.