



## **PROGRAM LEADER DESCRIPTION**

The Women's Money Matters Program Leader plays a large role in the smooth and effective implementation of our workshops and coaching. Being a Program Leader requires organization, planning skills, and management abilities, while still having the ability to help a coach through a problem she may be having with her participant. It also entails encouraging participants to attend workshops on a consistent basis and actively participate with their coaches, ensuring that all coach and participant pairs are working together towards an achievable goal.

## **CORE PROGRAM**

The Program Leader has the primary responsibility for overseeing their program. Tasks related to this responsibility include:

- Attend and oversee workshops for the assigned Women's Money Matters program (either in person or virtually)
- Lead the facilitation of the Introductory workshops for both the coaches and participants as well as the mid-point participant feedback session
- Assist the Volunteer Manager in matching coaches and clients
- Work with the Program Manager to bring coaches' concerns to the Partner Agency
- Participate in the monthly Coaches' Exchange, where coaches can share their experiences and questions with each other
- Maintain regular contact with coaches and handle issues and questions as they arise
- Send workshop reminders to Presenters and share program logistics, workshop lesson plan/slides, participant roster, and any other pertinent information
- Introduce presenters at workshops and make announcements as needed
- Monitor Zoom chat box during online workshops
- Access Salesforce (Portal) to track attendance and submit a brief summary for each workshop
- Handle any logistical concerns about workshop space or access to virtual format

This position is 3-5 hours a week and comes with an optional \$750 stipend. If interested, please send a resume and cover letter to Berny Lugo at [blugo@womensmoneymatters.org](mailto:blugo@womensmoneymatters.org)