



## **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. The Program Leader role 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. The majority of programs take place in the evening. This role will lead mostly in-person programs.

## **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 Senior Volunteer Manager in matching coaches and clients
- Step in as back up coach as necessary
- Work with the Program Manager to bring coaches' concerns to the Partner Agency (if applicable)
- 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
- Ensure each participant/coach pair have established a financial goal
- 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 detailed summary for each workshop
- Handle any logistical concerns about workshop space or access to virtual format
- Assist in advocating for our mission by promoting our volunteer opportunities and our programs in YOUR community via social media posting and community events.

## **ABOUT YOU**

- You are organized, detail oriented, and reliable
- You can work independently, remotely, and as a virtual team member
- You have experience with, and can comfortably navigate, Zoom, Salesforce and G-suite
- You live in either: MA or NH
- You can speak Spanish (preferred, not required)

## **Compensation**

This part-time/hourly position requires approx 3-5 hours each week per assigned program, not to exceed 19 hours. Compensation is \$20 per hour.

To apply, please click on the link to answer the qualifying questions and upload your cover letter and resume: <https://womensmoneymatters.tfaforms.net/5167587>