

COMMUNITY IMPACT – PROSPER TRAINER / MENTOR

GENERAL PURPOSE OF THE POSITION:

The role of the Trainer / Mentor is to promote and present Rappahannock United Way's (RUW's) Prosper curriculum to young adults and adults, with particular focus on individuals in the workforce – the goal is to empower individuals to improve their financial and housing stability and health. This position trains and mentors program participants as they work to increase their financial and housing stability and health outcomes. They will be part of the financial stability team executing programs including assisting in identifying, screening and recruiting participants.

FLSA STATUS: Non-Exempt (F/T)

WORK SCHEDULE: Core Office Hours of Monday-Friday, 8:00 a.m. to 4:30 p.m.

Must be able to work a flexible schedule with the possibility of early evening, and weekend work.

REPORTS TO: Chief Impact Officer

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Help recruit eligible individuals to participate in Prosper programs and mentoring opportunities.
- Plan, organize and present (in-person and virtually) the Prosper curriculum to include but not limited to:
 - Workplace - individuals
 - Workplace - employee groups
 - Community Groups
 - High School Students
- Provide one-on-one financial coaching/mentoring to individuals in Prosper programs.
 - Meet with participants at RUW or other community locations.
 - Maintain contact in between meetings to encourage and track progress.
 - Regularly assess strengths and needs to determine progress towards individual's goals.
 - Assist participants in overcoming barriers through problem solving, conflict resolution, providing support, and motivational mentoring / coaching.
- With Prosper team, help identify and develop relationships with local partners and resources to make effective connections and referrals for participants.
- Attend Prosper Coalition meetings to engage and report out to community staff, volunteers and partners.
- Follow a monitoring and evaluation framework to assess the success of the Prosper programs.
- Enter data and keep records in RUW client management software.
- Explore opportunities to engage, recruit, train and monitor community members in Prosper programs.
- Provide support, as needed, to other core programs including cross training in other service areas. Assist with special projects as assigned and other tasks deemed necessary to achieve overall goals and to operate a successful initiative.
- Adhere to all guidelines related to confidentiality.
- Maintain a flexible work schedule as needed.

EDUCATIONAL PREREQUISITES:

- BS/BA preferred.
- Bi-lingual in Spanish preferred.

QUALIFICATION / SKILLS REQUIREMENTS:

- Understanding of coaching and mentoring practices and skills.
- Demonstrated ability to work collaboratively with participants to maximize self-determination.
- Cultural competency and ability to establish effective professional relationships with diverse group of participants. Sensitivity to struggles of people who are low-income.
- Experience in delivering strength-based and trauma-informed services.
- Excellent conflict resolution skills and group facilitation skills, problem solving and people skills.
- Excellent organizational skills, oral and written communication skills.
- Demonstrated experience with Microsoft Office and ability to learn Unite Us software.
- Highly motivated self-starter
- Flexible, adaptive and positive in a constantly changing environment
- Detail-oriented, with a willingness to learn new skills and techniques to promote quality, efficiency and successful customer outcomes
- Ability to identify internal weaknesses, identify solutions, and to adapt coaching methods and tools to create more effective organizational and client outcomes
- Dedication to engage/motivate/encourage individuals
- Ability to work with little supervision
- Must have the equipment and ability to post on company social media sites
- Must have the use of a reliable vehicle for transportation to outside meetings

EXPERIENCE PREREQUISITES:

- Minimum of 1 - 3 years in a financial education, coaching or social services role. Equivalent work or personal experience, along with demonstrated skills, will be considered
- Financial Stability and Resiliency training provided on the job – including Certification in Financial Social Work.

PHYSICAL & MENTAL DEMANDS:

Requires sitting for long periods of time at a computer and keyboarding for up to 7 hours a day. Requires the ability to multi-task between program duties and various volunteer site locations throughout PD16. Typically lifts program files, supplies, computer equipment and storage boxes of 25-50 lbs.

PROFESSIONAL EXPECTATIONS:

- Maintains confidentiality of client, donor, and volunteer records
- Works as a team member with staff and volunteers
- Complies fully with the corporation's Code of Ethics
- Completes all assigned responsibilities in a timely manner



TECHNOLOGY EXPECTATIONS:

- RUW will provide a laptop computer with a docking station to allow for flexibility and remote work, when necessary.
- The expectation is that the team member provides a cellphone with a data plan and adequate internet/wifi access in their home for remote work.
- Must have the equipment and ability to post on company social media sites.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

EMPLOYEE SIGNATURE

DATE