



Financial Literacy Specialist

Job Description

Orcas Community Resource Center (The Resource Center) Mission Statement:

We foster a healthy community by connecting Orcas Islanders with the services needed to thrive and achieve equitable well-being.

About Us:

The Resource Center is a community hub for the delivery of social services on Orcas Island. The Resource Center partners with a wide range of local and regional service organizations and businesses to provide a safety net for islanders. We serve the heart of our community connecting islanders with household support, food, healthcare, transportation, & more.

Our Values:

We believe in building a strong and inclusive community where everyone feels safe, empowered, and respected. We are committed to creating a welcoming environment that embraces diversity, promotes equity, and practices trauma-informed care. We value compassionate relationships, cultural humility, and resilience.

POSITION DESCRIPTION

The Orcas Community Resource Center is seeking a compassionate individual to join our team as a Financial Literacy Specialist. This role is vital in empowering program participants to achieve financial stability and economic well-being. You will design and deliver engaging workshops and one-on-one support sessions, focusing on skills like budgeting and debt management. You will also play a key role in supporting the Orcas Money Smart (OMS) program, a financial literacy and mentorship initiative that helps individuals navigate financial challenges. This position reports to the Executive Director (ED) and offers the opportunity to make a real difference in the lives of our community members. We are committed to creating a supportive and inclusive environment where everyone feels valued and empowered.

Pay: Competitive and Depending on Experience

EMPOWERMENT THROUGH FINANCIAL LITERACY

- Provides personalized support and guidance to program participants facing socio-economic challenges.
- Fosters a safe and supportive environment where participants feel empowered to make positive financial decisions.
- Supports the Orcas Money Smart (OMS) Program, screens applicants and potential mentors, and collaborates with volunteer mentors.
- Manages communication and coordinates training sessions for mentors.
- Provides administrative support to ensure the smooth operation of the OMS program.

BUILDING STAFF CAPACITY

- Develops and delivers training materials and workshops for staff on basic financial literacy topics.
- Refines existing financial literacy tools and resources, incorporating a trauma-informed approach.
- Establishes a system for ongoing staff development in financial literacy.

COMMUNITY OUTREACH AND COLLABORATION

- Plans and executes financial literacy workshops and classes for the community, addressing diverse needs and interests.
- Coordinates logistics for class delivery, including in-person and virtual options.
- Partners with community organizations and businesses to expand outreach and promote financial literacy programs.

BILINGUAL SUPPORT

- Collaborates with bilingual staff to Develop and deliver financial literacy resources, counseling sessions, and workshops in Spanish
- Translates existing materials and creates new content tailored to Spanish-speaking clients, ensuring cultural relevance and accessibility.

MEASURING IMPACT

- Defines and tracks key performance indicators (KPIs) and measurable outcomes for financial literacy interventions
- Develops and administers pre- and post-surveys to gauge financial confidence and behavior changes.
- Analyzes quantitative and qualitative data to assess the effectiveness of programs.

We value the unique strengths and perspectives that individuals bring from diverse backgrounds and experiences. If you have navigated challenges related to poverty, accessed community resources, or possess experience equivalent to the minimum qualifications, we encourage you to apply. Your insights and understanding will be invaluable to our team and help us better serve our community.

SKILLS AND ABILITIES

- Superb written and verbal communications skills
- Outstanding interpersonal skills including the ability to establish positive working relationships with other staff, Board members, supporters, community members, and volunteers
- Ability to plan and coordinate multiple activities and projects simultaneously
- High level of initiative, self-motivation, and self-direction
- Ability to strictly maintain, without exception, the confidentiality of client information
- Ability to work respectfully with a diverse community, including clients facing socio-economic challenges, and a commitment to social justice
- Ability to work occasional evenings and weekends.

EXPERIENCE

- Bachelor's degree in Human Services, Social Science, Business, Finance, Education, or a related field preferred
- Experience in financial counseling, human services, education, or a related field preferred
- Knowledge of the Orcas Island community preferred

COMPENSATION:

- Competitive salary based on experience, \$28-\$30 per hour
- 100% employer-paid health insurance for employees working 32+ hours/week
- 50% employer-paid health insurance for employees working 20–31 hours/week
- 3% employer-paid SEP retirement contribution after 3 months
- Up to 1% additional employer match for employee retirement contributions
- 2 weeks paid vacation after 3 months; 3 weeks after 1 year
- Sick leave accrued per Washington State requirements (1 hour for every 40 hours worked)