

Pathway Coordinator

Status: Part-Time (\$20/hourly)

Reports To: Executive Director

Position Overview

The Pathway Coordinator provides leadership for the Body(whole person) & Encouragement Pillar of the organization, focusing on our Stability in Action program/investigators. This role provides encouragement, accountability, and structured guidance while overseeing curriculum development and tracking participant progress toward financial stability and long-term self-sufficiency.

Core Responsibilities

Participant Coaching & Support

- Walk alongside Stability In Action investigators through regular check-ins.
- Assist in goal setting, action plan development, and barrier resolution.
- Encourage motivation, persistence, integrity, and accountability.
- Support development of financial stability and long-term planning.

Body & Encouragement Pillar Focus

- Strengthen financial knowledge and habits.
- Reinforce integrity, trust, and personal responsibility.
- Deepen understanding of hidden rules across systems.
- Promote resilience and consistent forward progress.

Curriculum & Community Coordination

- Develop and refine Stability In Action program curriculum.
- Coordinate class schedules and guest teachers.
- Prepare community partners with clear expectations and objectives.

Business Functions

1. Program Advancement & Progress Tracking

- Track participant goals and measurable progress.
- Maintain accurate data entry and documentation.
- Identify trends and improvement opportunities.

2. Curriculum Quality & Community Integration

- Ensure curriculum aligns with pillar objectives.
- Evaluate effectiveness through feedback and outcomes.
- Strengthen relationships with community educators and partners.

Qualifications

- Experience in mentoring, coaching, education, or social services.
- Knowledge in curriculum development
- Strong organizational and documentation skills.
- Ability to motivate and support individuals facing barriers.
- Ability to lead teams and manage program logistics.
- Commitment to mission-driven, strengths-based work.
- Evening availability required (weekly Thursdays).