



WATCH CDC Job Posting 11/15/2021 Job and Financial Planning Clinic Coordinator

WATCH CDC's Job and Financial Planning Clinic assists residents with free job search help, including career planning, resume assistance, and help searching for and applying for jobs, preparing for interviews, and finding career advancing trainings and mentorships. The clinic also assists clients with financial goal setting.

Job Responsibilities: WATCH CDC is looking for a bilingual (English-Spanish speaking) Job and Financial Planning Clinic Coordinator to oversee the launch and operation of a Job and Financial Planning Clinic for low-income residents of Waltham, Newton, and nearby communities. Responsibilities include handling the logistics and scheduling of the clinic, providing one-on-one job and financial planning counseling, developing relationships with local employers, scheduling financial planning workshops, and coordinating with volunteers for follow-up support for individual clients.

Specific Job Tasks include:

- Assist with development of marketing and outreach materials for the clinic at WATCH CDC and Metro West CD.
- Set up monthly schedule of clinic dates at both locations and coordinate registration of clients for the clinic.
- Provide one-on-one guidance for low-income job seekers to set financial and career goals, create and update resumes, search for and apply for jobs online, and prepare for interviews.
- Research and identify training and educational opportunities for clients.
- Supervise volunteers and interns in helping at the clinic.
- Track client lists and follow up with clients to support their job search and financial stability progress.
- Develop relationships with local employers to determine staffing needs and find matches for our clients.
- Maintain a list of job-hunting resources for WATCH's online resource guide.
- Manage financial planning workshops for clients including securing speakers, marketing, and logistics.
- Attend staff meetings to update coworkers with progress in clinic.
- Participate in WATCH organizational events and annual mental health awareness workshops for staff.
- Prepare update reports every two months for the WATCH Board of Directors.
- Provide information and applications for Back to Work Fund to address barriers to employment.

Qualified applicants will have:

- Experience in case management, job search services, and financial planning.
- Good interpersonal skills, including empathetic listening.
- Ability to work with low-income residents from a variety of backgrounds, including those with low literacy skills.
- Fluent Spanish speaking skills.

Salary/Benefits:

- This is a full-time position with benefits:
- Paid vacation starting at three weeks a year, plus paid time off between Christmas and New Year.
- Individual health & dental insurance paid at 80% or reimbursed.
- Paid sick time.
- Employer contribution to 403b of at least 3% of salary per year.
- 12 paid holidays and flexible scheduling.

The starting salary for this position is \$52,000/year.

Position is currently remote but will transition to in person in early 2022 in Waltham and Newton, Mass.

About WATCH: WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at watchcdc.org

Non-Discrimination Policy: It is the policy and commitment of WATCH CDC that it does not discriminate on the basis of race, age, color, gender, national origin, disability, sexual orientation, gender identification or religion.

To apply: Please send resume and thoughtful cover letter to Daria Gere at daria@watchcdc.org with "Job Application-Job Clinic Coordinator" in subject line. Applications will be reviewed on a rolling basis until position is filled.

WATCH CDC 24 Crescent Street, Suite 201, Waltham, MA 02453