

**Position** : **Smart Futures Registration Facilitator**      **Closing Date** : **Open Until Filled**  
**Type** : **Full-time (40 hrs/wk)**      **Location** : **New Westminster**  
**Nature of Work:** **AM/PM, Weekend if needed**      **Posting #1** : **2230-022020**

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We are a human rights and social services charitable not-for-profit agency for women, girls, and children affected by the justice system.

EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve.

#### **ROLE OVERVIEW**

We are seeking a **Smart Futures Registration Facilitator** who is responsible for following up with and helping families take practical steps towards saving for their children's education, applying for government benefits, filing taxes, and addressing other money management related issues. This position involves meeting with families at their homes or local bank and working in a team to achieve departmental goals.

#### **KEY RESPONSIBILITIES**

- Conduct a follow up with participants of our Money Skills Workshops to address needs and questions
- Provide one-to-one coaching for progress updates as they work towards achieving participants' financial goals
- Accompany individuals/families to the local bank/credit union
- Assist in the registration and set up of appointments to start education savings for their children
- Refer participants to appropriate tax filing services
- Assist participants in applying for various government benefits (GST tax credit, disability benefits, and the like)
- Refer individuals for one-to-one financial coaching when appropriate
- Perform various administrative duties including booking workshops and scheduling appointments, creating brochures and flyers and creating spreadsheets for tracking program delivery
- Develop and implement strategies for delivering financial literacy workshops, coaching, and support services to individuals throughout the Lower Mainland
- Coach individuals with financial issues and help them achieve goals (i.e., getting out of debt, starting education savings, applying for government benefits)

- Collaborate in meetings with various community partners in order to develop and implement strategies for delivering financial literacy workshops, coaching, and support services to individuals throughout the Lower Mainland and BC
- Identify, initiate, and establish new relationships with community partners with the intention of achieving performance targets and goals
- Develop training for service provider and frontline staff that support families

#### **EDUCATION AND EXPERIENCE**

- Related undergraduate degree/diploma or a combination of education and experience
- Experience working in Community Development and/or retail banking is an asset
- Familiarity and knowledge around money management and finance related matters is an asset

#### **SKILLS AND ABILITIES**

- Excellent interpersonal and communication skills
- Strong organizational skills
- Has the ability to consider and construct practices which acknowledge and incorporate the experiences of persons who are marginalized on the basis of gender, race/ethnicity, economic status, language, culture, age, disability, sexual orientation and/or gender-identity
- Proficiency in Microsoft software programs

Efry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a cover letter and resume to [humanresources@elizabethfry.com](mailto:humanresources@elizabethfry.com).  
**Please note only short listed candidates will be contacted for an interview. No phone calls please.**



