



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

---

**Position Title:** Financial Empowerment Supervisor

**FLSA Status:** Full Time, non-exempt

**Department:** Business Opportunity Center

**Reports to:** Director, Business Opportunity Center

**Pay Range:** \$25.00 - \$27.00

---

### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

The Financial Empowerment Supervisor will manage the financial and housing educational programs, providing group and one on one counseling to families, individuals and small businesses on financial literacy and housing education, as well as supporting all Business Opportunity Center programs on Financial Literacy and Housing topics. This position will lead outreach efforts specifically for the Financial Empowerment and FIRS Mobile Home programs, ensuring metrics are achieved and expectations met or exceeded from grant funders.

Financial Empowerment Program has the objective to educate low- to moderate-income Latinos to foster their long-term financial stability and independence, provides, financial management, budgeting, and credit education to empower participants to achieve economic self-sufficiency and financial security, as well as first time home ownership training

FIRS Mobile Home Program has the objective to provide comprehensive, culturally competent education and counseling services to residences from the Firs Mobile Home Community Park, manage and augment their household finances and credit to ameliorate the effects of debt and poor financial management. Implement a bilingual communications strategy and gather feedback from community. Deliver homebuyer counseling, education, and identify immediate housing needs of high-risk households and secure intermediary housing. The ultimate objective is to provide the households with the necessary support to access the Down Payment assistance funds.

### ESSENTIAL QUALIFICATIONS:

#### Essential skills, education, and experience:

- B.A. Degree in Finance / Accounting or related field.
- Current Housing Counseling Certification or available to obtain it after 45 days of starting in the new position.
- Bilingual Spanish/English both written and oral fluency preferred.
- At least five years social service experience or equivalent experience working in business development and/or marketing.

- Familiarity with Latino community and/or diverse communities.
- Superior verbal, written, analytical, and interpersonal communications skills.

#### **ESSENTIAL FUNCTIONS:**

- Manage the process of financial counseling for the participants who are interested to improve their financial capabilities: increase savings, reduce debts, build credit score, create a budget and develop financial statements.
- Manage the process of housing counseling for the participants who are interested in housing issues: buy a home, rental assistance, foreclosure, eviction prevention, refinancing, etc.
- Provide financial literacy, housing and business development education through workshops, seminars, webinars, eLearning, etc.
- Manage the First Time Homebuyer Education Certified Seminar.
- Manage the Foreclosure Prevention Education program.
- Manage the Lending Circle Program, in collaboration with Mission Asset Fund.
- Manage and Supervise The First Mobile Home Program: group education, counseling one on one, purchasing home process, down payment assistance, homeownership with lenders and realtors, funders requirements, contract, billing process and metrics.
- Understanding and manage the grants contracts with focus on the metrics compliance and billing process.
- Work with Partners and Funders such UnidosUS, HUD, NALCAB, Lending Circle, Forterra, Department of Commerce, and others providing necessary technical support, and ensuring results and metrics are achieved, as well as providing timely and comprehensive reporting needs.
- Manage relationship with funders and different partners.
- Manage and supervise the data entry on the different software programs, ensuring accuracy, and timeliness. (Salesforce, counselor max, lending circle, excel sheets, etc.)
- Create and update accurate files and maintain complete participant case notes that reflect programs progress.
- Attend and participate in webinars and trainings locally, regionally, and nationally.
- Other duties and responsibilities as assigned.

#### **SKILLS/TECHNICAL KNOWLEDGE:**

- Housing and Financial experience
- Social Work experience
- Valid driver's license required
- Computer proficiency, including Microsoft Office Suite
- Knowledge in Lending Circle, Salesforce and Counselor Max systems.

#### **WORKING CONDITIONS:**

Works in a general office environment and a classroom environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days.

- Remote work eligible: Yes, hybrid schedule. El Centro de la Raza reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

Financial Empowerment Supervisor is expected to work from Beacon Hill and Federal Way offices at least two days per week, and attend meetings, events, conduct outreach, and other activities as needed in person at different locations throughout the Greater Seattle Area and South King County.

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 25 lbs.

**Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

cc HR, personnel file

REV: 07/2021