Job Announcement
Health Education Council
Economic Well-Being Administrator – Full Time

The mission of the Health Education Council is to cultivate health and well-being in under-served communities by leveraging the power of collaboration. The Health Education Council is a non-profit agency focused primarily on eliminating preventable causes of death resulting from the use of tobacco, poor nutrition, and lack of physical activity and operates dozens of public health programs to meet the needs of diverse communities by increasing access to health-related knowledge and information (www.healthedcouncil.org). HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We represent diverse staff, community partners and funders to better serve communities that otherwise do not have a voice to advocate for care and access to healthy environments.

Poverty has been directly linked as a social determinant of health. In the United States, wealth equals health. People living in the lowest poverty neighborhoods (where less than 10% of residents live in poverty) live on average six years longer than people living in the highest poverty neighborhoods (where 30% of more of residents live in poverty). This intersection between health and wealth is undeniable and has compelled HEC and its partners to improve economic well-being of residents living in under-served communities which have traditionally experienced health and economic disparities.

HEC is dedicated to expanding 1) availability and access to fair financial services, 2) financial literacy and education for low-income residents, and 3) the ability of ALL resident to prepare for a stable financial future.

HEC seeks a Program Administrator to coordinate and implement culturally and linguistically tailored financial education programs and initiatives in the community. Activities would include, but are not limited t: providing group and one-on-one financial education and navigation services which increase the capacity of community members to: access financial institutions, open checking/savings accounts, prepare taxes, enhance credit and reduce debt, create budgets, understand and obtain business loans, become entrepreneurs, and/or start retirement funds/pensions. HEC also seeks to expand its existing financial institution provider network.

Responsibilities:

- Ongoing development and implementation of HEC financial education programs at multiple sites including the Mexican Consulate of Sacramento, school sites, family resource centers, etc.
- Expand partnerships with the banking and financial industry to increase resident access to trusted financial industry education, fair financial products and loans, and resources to increase their financial literacy and promote individual asset development.
- Research promising models for asset building and economic development in underserved diverse communities.
- Develop and conduct culturally and linguistically financial education classes/workshops. Oversee participation performance at onsite and monitor participant progress, follow up with participants on referrals to other financial service professionals when applicable.
- Develop partnerships with financial industry partners to support financial literacy and entrepreneurship goals of the project.
- Work closely with HEC staff, Mexican Consulate Staff, subcontractors, and Financial providers, and funders to implement financial well-being activities.
- Provide support, as needed to other core HEC programs, including cross training in other service areas, managing volunteers/interns to achieve overall goals and operate a successful program.
- Adhere to all guidelines related to confidentiality. Follow regulatory and quality control requirements.
- Serve as a budgeting and financial coach with participants.
- Interact with clients in a professional manner, ensuring all participant information is confidential.
- Work closely with local businesses to improve their health impact in communities.
- Prepare reports on program activities and outcomes.
- Participate in annual meetings/trainings/conferences related to financial and economic development as needed and directed.
- Ensure data collection, entry, and database management are adequate as it relates to program activities and needs.
- Complete other duties assigned by supervisor.

Requirements:

- Education: Bachelor's Degree in business, finance, economics or related field preferred.
- Experience working with low-income families in one or more of the following areas: financial goal setting; budgeting; credit building/rebuilding and debt repayment; utilization of quality financial services and asset development is required.
- Excellent oral and written communications.
- Bilingual in English and Spanish is required.
- Self-motivating and able to work effectively independently and with teams.
- Financial Counseling or Coaching education, teaching, and/or experience preferred.

- Good facilitation and presentation skills to communicate ideas, best practices and strategies to a culturally and socioeconomically diverse audience.
- Skill in developing and maintaining interpersonal relationships, meeting and working with all levels of staff, volunteers and the public.
- Ability and willingness to travel and attend occasional evening/weekend events.
- Computer literate and experience with MS office products.

Compensation
This is a full-time, non-exempt position. Salary will be commensurate with experience and education. HEC 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.

Receipt of Cover Letter and Resume
E-mail resume, cover letter (please write "RE:" Economic Well-being Administrator on cover letter) and one original writing sample to:
Health Education Council, ATTN: Philip Bensing
E-mail: apply@healthedcouncil.org