



## **Footsteps** **Economic Empowerment Program Associate** **Job Description**

**Job Title:** Economic Empowerment Program Associate

**Reports to:** Director of Economic Empowerment

**Position Type:** Full Time, Non-Exempt

### **Organizational Overview**

Footsteps supports and affirms individuals and families who have left, or are contemplating leaving, insular ultra-Orthodox Jewish communities in their quest to lead self-determined lives. We provide crucial peer and professional resources and support as people embrace the challenge to redefine their identities and build new communities. Footsteps nurtures a network of individuals so that they not only survive in their new world, but thrive. Since Footsteps' founding in 2003, the organization has served 1,700 individuals, and in 2020, we expect our budget to reach nearly \$4 million. To learn more, visit [footstepsorg.org](http://footstepsorg.org).

### **Position Overview**

Footsteps is seeking a kind, organized, and dynamic Program Associate to support the economic empowerment program team and help create warm and welcoming spaces for members. You will coordinate the scholarship and career fellowship programs and provide direct support (secondary assessment, individual coaching, and referrals) to Footsteps members accessing education and career services. Additionally, you will work closely with the Director of Economic Empowerment to plan, coordinate, and expand Footsteps' social programs, events, and educational workshops.

### **Responsibilities include:**

- Administer the scholarship program; manage the application process, database, and award disbursement; compile data for funders and documentation; and liaise with scholars and schools
- Assist with the administration of the career fellowship program during the application process, schedule interviews, and provide support at workshops
- Assist with the administration of the crisis funding program during the application process, complete data for funders, and liaise with members
- Evaluate the needs of members in collaboration with other staff
- Coach and support members to define, set, and achieve their goals; provide referrals to internal and external programs and resources
- Assist in resource development and program implementation
- Ensure key interactions with members are documented according to agency guidelines
- Assist with planning and facilitating evening programs and workshops
- Coordinate ordering food, materials, and supplies for programs

## Qualifications:

- Commitment to and passion for Footsteps mission
- 1-2 years of relevant or transferable experience
- Track record in program coordination
- Outstanding verbal, written, and interpersonal communication skills
- Excellent organizational skills; comfortable managing spreadsheet data
- Comfort and experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Comfort offering and accepting support, ideas, feedback, and guidance
- Non-judgmental character; able to set aside personal beliefs in service of member needs
- Demonstrated ability to prioritize, delegate, and manage multiple priorities at once
- Takes initiative and has keen attention to detail
- Demonstrated ability to network and build relationships
- Experience working with at least one database; able to become proficient in Salesforce
- Ability to work flexible hours, including 1 evening per week and occasional Sundays

## Desired Competencies

- Experience in one or more of the following areas: youth development, education, or career services
- Demonstrated resourcefulness, optimism, and flexibility in approach to work
- Demonstrated competency working with members of traumatized populations and/or holds a trauma-informed lens
- Dedication to working inclusively and collaboratively
- Comfort working in a fast-paced, growing organization
- Personal experience with the Footsteps population and/or individuals undergoing life transition
- Knowledge of Salesforce and Constant Contact a plus
- Research and program development experience a plus
- Layout skills a plus

**Location:** New York City

**Salary Range:** \$42,000 - \$48,000 commensurate with experience

**Team + Benefits:** You will join an amazing team of passionate, mission-driven colleagues. We offer a competitive benefits package that includes: flexible work schedule; paid holidays and 20 days of paid time off in first year; four weeks of paid parental leave in first year; health, dental, and vision insurance; 3% match for IRA retirement plan; flexible spending accounts for health care, dependent care, and transit; and \$1,000 a year for professional development.

## How to Apply

For immediate consideration, please send your resume and cover letter to [opportunities@footstepsorg.org](mailto:opportunities@footstepsorg.org) and indicate your name and "Economic Empowerment Program Associate" in the subject line. We will be reviewing applications on a rolling basis and encourage you to apply soon.

*Footsteps is an equal opportunity employer. Immigrants, people of color, formerly ultra-Orthodox individuals, LGBTQIA people, people with disabilities, and people who come from poor and working-class backgrounds are strongly encouraged to apply. Footsteps does not discriminate on the basis of race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, marital or veteran status, or any other legally protected status.*