

**Title:** Bank On Program Coordinator

**Employment Status:** Full-time (35 hours/week)

**Pay Rate:** \$22.00/hour

**Reports to:** CMS/FC Program Manager

### Summary

This position is staffed through the Connecticut Association for Human Services (CAHS), a division of Advancing Connecticut Together (ACT).

As a part of Bank On, cities across the country have formed coalitions to expand banking access efforts; to date, at least three million people have opened bank accounts meeting the Bank On National Account Standards. The Cities for Financial Empowerment Fund (CFE Fund), leads the national Bank On initiative and the multi-city Fellowship Program. The Bank On Program is a national initiative focused on building a cohort of Bank On program coordinators, fully equipped to advance local banking access efforts while generating best practices for other coalitions around the country.

### Responsibilities

- **COALITION MANAGEMENT:** Cultivate new and existing relationships with local, regional, and national partners including city, county and state officials; banks and credit unions; community organizations; researchers and advocates; and banking regulators (e.g. the Federal Deposit Insurance Corporation), Develop and support a multi-sector Bank On Advisory Committee (if applicable).
- **BANK ON NATIONAL ACCOUNT STANDARDS:** Encourage financial institutions who do not yet offer nationally certified products that meet the Bank On National Account Standards to achieve certification.
- **PARTNERSHIP INTEGRATION:** Assist existing partners with incorporating banking access into their program infrastructure. Work with program partners to implement successful integrations. Lead meetings with senior staff within municipal agencies, financial institutions, and community-based organizations to develop and advance local coalition initiatives.
- **PROGRAM ADMINISTRATION:** Design Bank On Coalition strategy, manage Bank On program budget, oversee Bank On team (as applicable).
- **DATA:** Track, analyze and report data about Bank On activities.
- **CONTENT EXPERTISE:** Serve as a resource to the community around banking and financial empowerment issues.
- **SUSTAINABILITY AND FUNDRAISING:** Identify and cultivate relationships with local funders and public funding source entities to seek ongoing public and private support to ensure program remains financially sustainable. Identify and leverage opportunities for in-kind and pro bono support for the program.
- **MARKETING/MEDIA:** Create an appropriate marketing and outreach strategy for unbanked local residents. Incorporate public service messages to encourage opening of safe and affordable accounts.
- **TRAINING:** Work with partners to ensure awareness and accessibility to certified banking products. Lead forums and manage external relationships to communicate the value and mission of program.

- **LEARNING COMMUNITY:** Work with the CFE Fund to support the local Bank On program model and report to the CFE Fund on Bank On activities and program progress.
- **COMPLEMENT BANKING ACCESS GOALS:** Train program partners who will engage clients around financial education and banking access issues.

### Qualifications

- Minimum of two years experience independently running a program or project required.
- Deep relationships/network with community, including financial institutions, community-based organizations and local government strongly preferred.
- Familiarity with financial empowerment issues including banking, mainstream financial products, and Community Reinvestment Act preferred.
- Familiarity with challenges facing unbanked/underbanked individuals preferred.
- Strong background in community organizing, coalition management, or multi-sector collaboration required.
- Experience with public speaking and communications experience required.
- Experience in grant writing/budget management preferred.
- Ideally bilingual, speaking English as well as Spanish.
- Be knowledgeable about credit, debt, and money management; savings and investment options; and safe financial products and services.
- Excellent interpersonal skills.
- Excellent working knowledge of Microsoft Word, Excel, and Outlook.
- Available to work some evenings and weekends.
- Ability to use a client management database.

### Location

Hybrid- Remote & 110 Bartholomew Avenue, Suite 4020, Hartford, CT 06106

### What we offer full-time (35 hours per week) employees:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous Paid Time Off (PTO) Policy
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay

### How to Apply

Please send your resume and cover letter expressing interest in our mission to [apply@act-ct.org](mailto:apply@act-ct.org) with “**Bank On Program Coordinator**” in the subject line. Candidates without a cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

*ACT celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.*