

Title: Program Coordinator – Returning Citizens Program

Employment Status: Full-Time, 35 hrs., non-exempt

Hourly Rate: \$22 (annual \$40,040)

Reports to: Director of Asset Building Programs

Summary

The Returning Citizens Program will offer financial capability services and programs to individuals who are incarcerated within the CT justice system and those who are in reentry programs. Our vision for this innovation program is to provide Connecticut's returning citizens with the tools, knowledge, and resources to alleviate the financial burdens they face. Often times individuals who are in prison or have been recently released from incarceration struggle with money or financial issues. Bills and debts may accumulate during incarceration, and it can be hard to find work after release. When people struggle financially and are overwhelmed with debt, it is more difficult to successfully reenter society, and recidivism rates are higher.

Why work here:

If you are passionate about working toward a Connecticut where all children and families thrive, regardless of income, and where the experiences of low-income residents inform policies and programs that ensure Connecticut's prosperity, then you will want to work at Advancing CT Together.

Responsibilities

Duties shall include, but are not limited to:

- Identify and cultivate partnerships with reentry programs, the DOC, and community agencies
- Conduct outreach and schedule meetings with reentry programs, DOC, and partner agencies
- Collaborate with the Volunteer Income Tax Assistance (VITA) Program Coordinator to establish VITA sites at reentry programs
- Develop Reentry Training materials focused on VITA and Asset Building
- Facilitate financial literacy workshops
- Incorporate reentry partners into VITA Coalition meetings
- Launch volunteer recruitment campaign for VITA reentry sites
- Work with 2-1-1 to learn upgraded scheduling software and expand to reentry agency sites
- Conduct information sessions at DOC and reentry programs
- Conduct outreach to reentry population
- Collaborate with Financial Coaching Program Coordinator to connect returning citizens to financial coaches
- Collaborate with Bank On Program Coordinator to conduct Bank On outreach events
- Facilitate monthly coalition meetings with partners



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Experience

- 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 challenges facing reentry population 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

Essential Skills

- 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, 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
- Free off-street parking

Sound like a good fit?

If so, send your thoughtful cover letter and resume to apply@act-ct.org with "Returning Citizens Program Coordinator" in the subject line. Resumes received without a compelling personalized 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.

Advancing CT Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.