



Program Associate

POSITION DESCRIPTION

ORGANIZATIONAL OVERVIEW

The CASH (Creating Assets, Savings and Hope) Campaign of Maryland promotes economic advancement for low-to-moderate income individuals and families in Baltimore and across Maryland. CASH accomplishes its mission through operating a portfolio of direct service programs, building organizational and field capacity, and leading policy and advocacy initiatives to strengthen family economic stability. For more information, please visit www.cashmd.org.

POSITION DESCRIPTION

The CASH Campaign of Maryland seeks a Program Associate to support its financial capability projects including the Financial Wellness program which delivers direct service to families participating in the Baltimore Infant and Toddlers Program (BITP). These are families with young children who may be experiencing a delay in development or who have been diagnosed with a condition that is likely to affect development. CASH's Program Associate will work alongside a team of human service professionals to offer wrap around services to help families build their financial wellbeing through education, information, tools and resources. The position will also support other elements of CASH's work such as benefit counseling, financial education, and staff trainings.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES

Direct Service

(70%)

- Serve as the Financial Wellbeing Coordinator for the BITP program and be onsite in their offices to meet with families, collaborate with BITP staff, and provide financial education services.
- Provide screening and case management assistance to connect families to public benefits with the use of the EarnBenefits Online tool.
- Provide individualized financial education to families participating in the Baltimore Infant and Toddlers Program (BITP) on topics such as creating a budget, managing debt, building credit, banking etc.
- Meet with families to review their current financial situation and identifying any unmet urgent needs. Determine possible sources for support and discuss the financial areas that they would like to address. Provide updated and unbiased financial information to the families on those areas.
- Refer families to another program or agencies when appropriate.
- Support BITP staff to provide financial guidance and insights into family support strategies.
- Collect data and track outcomes from individual financial education sessions and workshops. Report findings and success stories.



Training and Outreach

(20%)

- Coordinate and deliver financial education workshops for BITP families on a variety of financial topics.
- Develop marketing outreach materials to advertise the Financial Wellness program as well as financial education classes.

Other

(10%)

- Attend and participate in required internal and external educational programs.
- Attend CASH and BITP staff meetings.
- Represent CASH and BITP at various community outreach events as requested.
- Maintain knowledge of industry trends and best practices.
- Perform other duties as assigned to support other program work such as benefits screening and training.

SKILLS AND QUALIFICATIONS

A successful candidate will have a background in education, social work, human service, or related field. CASH will provide training in financial education content however, candidates with financial expertise and background are preferred.

- Demonstrated ability to work with diverse organizations and people. CASH primarily works with adults who are low-income, Black, Latino, or Indigenous.
- Experience working as part of a team to coordinate services and collaborate with different providers.
- Excellent organizational, interpersonal communication and learning agility skills.
- Experience with home visiting or working with a treatment team a plus.
- Ability to meet deadlines and juggle multiple tasks.
- Ability and means to travel on a flexible schedule as needed to complete work assignments.
- Proficiency in Outlook, Word, Excel, and PowerPoint as well as virtual meeting platforms.

COMPENSATION

Salary range is \$40,000-\$50,000 commensurate with experience. This position includes a generous benefits package with an estimated value of \$14,000 that includes employer paid health coverage, dental, vision, access to a health spending account, short and long term disability, 403B retirement with an employer match, \$50 monthly cell phone reimbursement, parking or metro pass, and annual investment in professional development. Content training will be provided as needed. To apply please send resume and cover letter to Keisha Washington, Office Manager, at keisha@cashmd.org. An Equal Opportunity Employer. **No phone calls please.**