



LATIN AMERICAN COALITION  
**ECONOMIC MOBILITY CENTER COORDINATOR**

The **Economic Mobility Center (EMC)** Coordinator ensures that the Economic Mobility Center implements strategies to move our families forward and upward in the economic mobility ladder, this includes referring clients to our Worker's Center to support and develop financial stability through sustainable and gainful employment; 2) Work in coordination with our Immigrant Welcome Center to move families from financial crisis to sustainability, or from debt to asset acquisition through a short and long term financial management plan and, 3) Provide housing stability by connecting families to resources for homeownership and affordable housing options.

**PROFILE**

---

- A passion for services and contributing to directly impacting issues of social and racial disparities
- Commitment to collaborative teamwork to achieve common goals
- Outstanding interpersonal skills, the ability to work with a variety of audiences is key (community members in crisis, partner organizations, business clients, internal staff, etc.)
- Excellent analytical, organizational, and project management skills. The ability to manage multiple projects and to prioritize effectively is crucial
- Fluency or advanced speaking, reading, and writing abilities in English and Spanish are required
- Database management experience; familiarity with Salesforce or other database management software an asset
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Background or experience with financial systems such as banking services and basic understanding of socio-economic racial disparities preferred. If not, a willingness to learn and specialize in this field

**ESSENTIAL RESPONSIBILITIES**

---

**ECONOMIC MOBILITY**

- Work with partner agencies that advocate for financial equity to raise awareness of historical, systemic, and structural barriers that have created economic racial disparities
- Collaborate with financial institutions to provide educational programs to increase knowledge about financial management and resources
- Partner with agencies specialized in economic and financial capacity to offer one-on-one financial assessments and coaching to develop a short, mid, and long-term plan to move families up in the financial ladder
- Work with referrals from other LAC centers to work with volunteers and partner agencies to move people in financial crisis to financial stability
- Provide support to GANAS mentorship program by providing economic mobility training so that mentors can in turn work with their mentees to raise financial awareness.
- Coordinate with LAC contracted attorney to address issues of eviction or shelter security

**BENEFITS**

- 12 paid holidays (11 fixed and 1 floating)
- Generous Personal time Off
- Medical insurance
- Employer provided \$25,000 Group Life and AD&D Insurance
- Employer provided Group Short-Term and Long-Term Disability Insurance
- Dental and Vision insurance

\*Benefits provided after 60 days of employment

Compensation: \$29,120-\$32,011 depending on qualifications and experience

Last Updated: 12/20/2020

**APPLY**

---

1. Please send resume and a one-page cover letter to [Jhparis@mylac.org](mailto:Jhparis@mylac.org) with EMC Coordinator in the subject line
2. No phone calls or follow up emails. Only complete applications will be considered

**The Latin American Coalition does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.**