



Program Associate

Deadline to apply: August 14, 2018

Location: Milwaukee, WI

Position Type: Full-time

Report to: Program Director

Salary: \$35,000

Benefits: Health insurance, IRA, paid vacation, sick and personal time, downtown parking

SecureFutures is a dynamic and growing organization with a mission to provide financial literacy programs and resources to empower students to make sound financial decisions. *SecureFutures* recruits, trains, and matches volunteers from the business community to deliver our financial education programs in high school classrooms and community-based organizations. *SecureFutures* delivered programming to more than 7,000 teens this year.

The Program Associate will support all members of the program team and will be involved in the execution of the Money Sense, Money Coach and Money Path programs. The Program Associate will also support volunteer management efforts.

Responsibilities:

1. Money Sense and Money Path Program Support
 - Prepare volunteer and student materials for each program.
 - Manage mailing or delivery of materials.
 - Assist Program Manager with partner outreach, as needed.
 - Assist Program Manager with program planning, as needed.
2. Money Coach Program Support
 - Assist Program Manager with student documentation tracking and data entry.
 - Assist with planning and execution of “end-of-program” celebrations.
3. Volunteer Management Support
 - Assist Volunteer Manager with volunteer screening and onboarding.
 - Assist Volunteer Manager with matching volunteers to programs, as needed.
4. Data Entry
 - Enter volunteer and program event data into database.
 - Organize and record program outcome data.
 - Reconcile database reports to other data tracking tools.
5. Other
 - Assist with planning and execution of special initiatives and events, including volunteer and partner engagement/appreciation and volunteer training.
 - Other duties, as assigned.

Required Skills and Qualifications:

- Bachelor's degree.
- Ability to communicate in a friendly, professional and informative manner, verbally and in writing.
- Computer proficient, experienced user of Microsoft applications and Google Drive.
- Experience using a customer relationship management (CRM) database system preferred.
- Reliable, detail-oriented, well-organized, and able to work independently.
- Excellent project management skills.
- Able to work cooperatively and effectively with diverse groups.
- Strong “customer service” attitude.
- Ability to work occasional evenings.
- Some travel is expected (typically <20% of time) and access to a reliable vehicle.

To apply:

Email cover letter and resume to Kristen Ruhl at kristen@securefutures.org.

Other information:

For more information regarding *SecureFutures*, please visit our website at: <https://securefutures.org/>.

SecureFutures, Inc. maintains a spirit and practice of inclusiveness, and seeks volunteers, staff, and board members who enrich our programmatic effectiveness through a diversity of experience, skills, cultures, and backgrounds. Our organization has a policy of equal opportunity for our volunteers, staff, and board, and does not discriminate in hiring, retention, promotion, volunteer recruitment, board recruitment, partnerships, and communities served on the basis of race, color, sex, sexual orientation, gender identity, religion, age, ancestry, national or ethnic origin, marital status, disability, veteran or draft status.