



<https://e4calberta.org/careers/program-manager-financial-empowerment-program/>

## Program Manager – Financial Empowerment

### Description

#### Description

At e4c, we are dedicated to empowering individuals to achieve financial security and reduce poverty. We support vulnerable populations in Edmonton to achieve their personal goals and participate meaningfully in their community.

The Program Manager, Financial Empowerment, oversees the daily operations, evaluation, and development of our Financial Empowerment (FE) programs, including Financial Management HUB (FM HUB), Make Tax Time Pay (MTTP), Empower U, and our role as a Benefits Navigation Champion (BNC). This role involves leading program teams, ensuring program outcomes, and collaborating with external partners.

### Responsibilities

#### Important Work You Will Do at e4c:

- **Program Management:** Oversee Financial Empowerment programs like Financial Management HUB, Make Tax Time Pay, and Empower U. Ensure compliance with regulatory and contractual requirements.
- **Financial Literacy Training:** Create and deliver training to empower individuals and help them achieve their goals.
- **Community Engagement:** Be a champion for e4c's programs within the Edmonton nonprofit community. Foster strategic partnerships to benefit program delivery and community engagement.
- **Support and Development:** Support volunteers and student placements. Participate in local and national communities of practice to end poverty.
- **Operational Excellence:** Manage program operations, develop annual plans and budgets, and prepare evaluation reports. Manage critical incidents and ensure proper guidelines are followed.

### Qualifications

#### What You Bring to the Team:

- **Education:** Bachelor's degree in Human Services, Social Sciences, Finance, Business Administration, Public Policy, or a related field. Financial Management education or certification (e.g., CMA, CPA, CFP, QAFP, BA in Finance, MBA). Standard First Aid and CPR. Ability to pass Police Information Check with Vulnerable Sector and Intervention Record Check.
- **Experience:** 5+ years of leadership in human services working with high-risk, marginalized populations. 3+ years in financial management/administration for low-income populations. Specialized knowledge in front-line services delivery, social housing, and AISH. Proven ability in strengths-based, trauma-informed, harm-reduction, and solution-focused practices. Experience in crisis de-escalation and managing complex scenarios. Relationship-based leadership approach and

### Hiring organization

e4c

### Employment Type

Full-time

### Industry

Community Services

### Education

Prior to successful employment with e4c, applicants are required to submit a Police Information Check with Vulnerable Sector Check and Intervention Record Check (IRC).

Please apply for your Police Intervention Check with Vulnerable Sector Search via your local RCMP detachment or Edmonton Police Service.

You are encouraged to apply for your Intervention Record Check immediately. There is no cost to apply for an IRC. To access the IRC application form click below. Please email your completed form with picture ID to [CS.IRC@edmonton@gov.ab.ca](mailto:CS.IRC@edmonton@gov.ab.ca)

Please include the position(s) title you are applying for in the subject line.

experience developing and managing program budgets.

- **Skills:** Strong acumen for data collection and evaluation. Intermediate or advanced skills in Word, Excel, Outlook, SharePoint, QuickBooks, database management, and general computer operations.
- **Training:** De-escalation and Indigenous Awareness training (recommended).

### **Job Benefits Benefits**

- Robust Benefits Package
- RRSP Matching after one-year full-time employment
- 4 Weeks Paid Vacation
- Paid Sick Time
- Employee Family Assistance Program (EFAP)
- Professional Development Opportunities

Click here for full job description: [FE Program Manager](#)

### **Contacts**

*Please send a thoughtful cover letter and resume to [careers@e4calberta.org](mailto:careers@e4calberta.org).*

### **Job Location**

9321 Jasper Ave, Edmonton, AB

### **Working Hours**

Salaried position, 40 hours per week

### **Date posted**

July 25, 2024