



Job Description – Financial Literacy Trainer

ABOUT CAUSEWAY:

Causeway Work Centre is a community economic development organization that empowers and supports people in overcoming disabilities and other challenges to help them find rewarding work and live more independently. Causeway began in 1977 as an organization focused on assisting people with mental health issues find employment. Over the years, Causeway has expanded its activities and impact through an ongoing commitment to innovation. Through this commitment, Causeway has been able to support a broader spectrum of disadvantaged people, pilot new ventures that address community needs, and become a recognized leader in the area of social enterprise.

ABOUT THE COMMUNITY FINANCE FUND:

Launched as a pilot program in November 2016, the Causeway Community Finance Fund (CCFF) is the first of its kind in Canada to support borrowers with manageable loans linked to accessible and affordable credit union accounts

The **Causeway Community Finance Fund** is a community-led initiative designed to empower individuals by combining access to low-interest loans and financial literacy resources to help many of Ottawa's most vulnerable residents break free from the cycle of predatory lending and fringe financial services.

Our aim is to support those who have proven their ability to handle the CCFF's micro-loans program to 'transition' into informed consumers of mainstream commercial banking services. Equipped with access to savings and credit, low income earners can then move forward with the resilience to withstand life's occasional financial shocks.

To learn more about the Causeway Community Finance Fund, check out our [website](#).

ABOUT THE ROLE:

As part of the Causeway Community Finance Fund, the Financial Literacy Trainer will develop, facilitate and deliver financial literacy training to individuals and groups within Causeway and the broader community. As the lead, the incumbent will utilize a range of financial literacy tools to support individuals looking to obtain a loan through the Causeway Community Finance Fund, as well as those who are interested in learning financial literacy. The Financial Literacy Trainer is a natural connector who is passionate in supporting the Causeway mission, as well as creating partnerships to support similar organizations in Ottawa. This position will operate out of Causeway, although some travel into the community will be required.

DUTIES & RESPONSIBILITIES:

- Serve as an ambassador & community spokesperson for Causeway and the Community Finance Fund and the vital role financial literacy plays in overcoming income insecurity



- Develop promotional material to advertise the program to potential clients/organizations
- Assist partner organizations with financial literacy workshops and relevant information
- Prepare individualized and group plans based on Prosper Canada's 9 Financial Literacy Modules
- Maintain regular reports on participants plus any demographic information that may be required
- Write program reports, as may be required
- Collect and enter required data into EMHWare and other reporting databases
- Refer clients to Causeway programs, services and social enterprises where clients can benefit from other programs provided through the agency
- Act as a community spokesperson for Financial Literacy and Causeway
- Perform any and all other duties as may be requested from time to time

REQUIREMENTS:

Education:

- Minimum of a bachelor's degree in social sciences, business, social work or related field
- An equivalent combination of education and experience will be considered

Experience:

- Broad understanding of the local, provincial and federal goals for financial literacy
- Experience with forming strategic alliances and partnerships between non-profit, public and private entities
- Experience working with individuals with mental health or addictions challenges, is desired
- Experience working in a start-up environment under minimal supervision is desired

Skills:

- Ability to work independently, self-motivated; flexible and ability to adapt to varying situations, schedules and demands
- Excellent communication (both written and oral) and interpersonal skills, including listening, facilitating, and presentation delivery
- Demonstrated skills in operating in a complex multi-stakeholder environment including tact, diplomacy, maturity and sound judgment.
- Empathy and sensitivity to work successfully with clients with a history of mental health or addiction challenges
- Advanced skills in Microsoft Office products including Excel, Word, and PowerPoint, Google Docs and Slack is an asset
- Solid understanding of personal finance including the generation of personal financial statements

REPORTING RELATIONSHIP:

The Financial Literacy Trainer reports to the Director, Social Business and Social Finance.

Send C.V. and cover letter to: dpawson@causewayworkcentre.org