



Westchester Financial Equity Coordinator

Reports to: Chief Executive Officer

Status: Full-time, two-year grant-funded position

Salary: \$78,000 in Year 1 and \$82,000 in Year 2, subject to the final grant award

Location: Field-based throughout Westchester County, with regular work at partner sites

Schedule: Some evening and weekend meetings and local travel required

Position Summary

The Westchester Financial Equity Coordinator will build trusted relationships among Community Good, Westchester congregations and community organizations, GreenPath Financial Wellness, Episcopal Charities partners, and residents seeking safe financial services. The Coordinator will help residents navigate membership, counseling, credit-building, and responsible borrowing. This is a Westchester-focused program role, not an operational or lending-decision role.

Responsibilities

- Build relationships with at least five partner sites and identify and train at least ten trusted messengers.
- Represent Community Good at local meetings, workshops, events, and individual conversations in English and Spanish.
- Explain membership, accounts, responsible lending, and available support and help residents complete approved enrollment steps.
- Provide one-on-one navigation and warm referrals to GreenPath or other approved counseling resources.
- Plan and deliver financial-education sessions on banking, savings, budgeting, credit-building, debt management, avoiding predatory lending, and preparing to borrow responsibly.
- Maintain a deep knowledge of credit union offerings and related regulations in order to ensure compliant promotion and usage of credit union products.
- Maintain accurate records, document recurring barriers, and recommend practical improvements to the CEO.
 - Track activities and develop reporting systems to evaluate success.
- Gather participant and partner feedback and prepare grant reports and recommendations for sustaining or expanding the model.

Two-Year Grant Targets

- Reach at least 200 residents, provide one-on-one navigation to at least 75, and support at least 40 new memberships or accounts.
- Offer at least 20 education sessions, connect at least 50 residents to counseling, and provide credit-building or borrowing support to at least 25.
- Complete assessments for at least 5 communities, gather participant feedback, and produce a public report-back and recommendations.

Qualifications

- Fluency in spoken and written English and Spanish.
- Experience working with grassroots, immigrant, working-class, low-income, or financially vulnerable communities.
- Strong relationship-building, public speaking, facilitation, and one-on-one navigation skills.
- Excellent organization, follow-through, documentation, and data-tracking skills, with the ability to work independently in the field.
- Commitment to privacy, responsible lending, financial inclusion, and respectful community partnership.

This position and its hiring are contingent upon the final grant award.

Application

Please send a cover letter and résumé to the Rev. Canon Steven Lee, Interim CEO, at slee@stjohndivine.org.

Community Good Episcopal Federal Credit Union is an equal opportunity employer. We consider applicants without regard to any characteristic protected by applicable federal, state, or local law.