

Job Description

Job Title:	Financial Education Lead
FLSA Status:	Full-time/Exempt
Department:	Member Development
Reports To:	VP, Member Development
Location:	Rung St. Louis
Schedule:	Varies; will include evenings and weekends
Salary Range:	\$55,000 – 70,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to career launch through short-term industry-specific training, on-the-job training, and apprenticeships. Our members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung is currently hiring several roles as we prepare to launch our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: This position is responsible for helping Rung members increase their financial literacy and position them to grow their assets. If you enjoy making connections with and motivating others to achieve results, have an empathetic communication style, and seek out variety in your work, then this is the right position for you.

How you'll help Rung achieve our vision: This position helps ensure that members understand and strengthen their finances and equip them to achieve their financial goals so that they can grow their assets.

What you will do:

Build members' confidence and ability to manage their finances and reach their financial goals in two phases of programming – 1. Career Foundation (Year 1) and 2. Career Success (Years 2-5)

- Develop, deliver, and evaluate a variety of group financial classes, including budgeting, spending plans, credit building, and purchasing larger assets (such as car, house, etc.)
- Provide one-on-one coaching session for each member to identify and assess their personal financial needs, establish goals, and develop an action plan
- Conduct credit review with all members
- Identify, vet, and manage volunteers and/or contractor to deliver group financial education classes
- Comply with all state and federal regulations and laws. Ensure compliance with all governing regulations, especially the Bank Secrecy Act requirements

Track and learn from member outcomes

- Working with Career Services leadership, establish and track annual goals and outcomes for Rung's financial services
- Track, evaluate, and learn from member goal progress and achievement, using learnings to adjust services as necessary/appropriate

What you need to bring us:

- Passion for Rung's vision and mission
- Demonstrated experience in working with individuals from diverse backgrounds
- Demonstrated experience working with others to establish financial goals
- Experience in developing and facilitating effective trainings
- Results-oriented
- Strong initiative
- Sincere appreciation for people and how they are uniquely motivated
- Ability to successfully influence and persuade others
- Ability to establish rapport and enliven and positively engage others
- Attention to detail and follow-through
- Motivational team building skills
- Proficiency with Microsoft Office products
- Familiarity with CRM systems (particularly Salesforce) preferred

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high



caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on May 15, 2023. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/bo/6KH/FinancialEdSpecialist>