



Career Opportunity:
FINANCIAL LITERACY SPECIALIST

Do you want a purpose filled life? Are you enthusiastic about encouraging, educating, and coaching women to become economically self-sufficient? Do you thrive in a diverse and change-positive work environment? Are you results focused with an emphasis on quality and quantity standards? Do you value a professional, positive, and supportive team?

Join Interval House's Growing Team:

The Community Programs team is a group of caring, dedicated staff that provides a continuum of services including integrated and specialized services to help women build their economic self-sufficiency. The Financial Literacy Pilot Program to educate low-income women survivors of intimate partner violence on smart money management to increase financial literacy and develop tailored financial plans to address barriers to becoming economically self-sufficient.

Job Details:

The Financial Literacy Specialist position will report to the Community Programs Manager.

Job Type: Full-Time Permanent

Hours of Work: 35 hours per week

Work Arrangement: Hybrid – minimum 2 days per week onsite

Location: Toronto, Ontario

You will benefit from:

- Work/Life balance
- Competitive compensation
- Employer fully paid Group Insurance benefits
- Employee Assistance Program
- Paid vacation and sick benefits
- RRSP benefits
- Career growth and professional development opportunities

Job Summary:

The **Financial Literacy Specialist** is responsible for designing, facilitating, and evaluating financial education workshops, as well as providing personalized guidance to individuals to help them assess their financial needs and create actionable plans for financial success.

Duties and Responsibilities:

- Develop and customize financial literacy curriculum and materials for clients
- Deliver financial education workshops on various financial topics utilizing a variety of teaching methods
- Educate clients on available resources, government programs, and community services
- Provide one-on-one financial counselling to clients
- Assist clients in creating personalized financial action plans that align with their objectives
- Providing support and collaborate with clients through case management approach
- Evaluate effectiveness of the program using feedback analysis and outcome metrics
- Work with Community Programs Manager on outreach strategies

Job Requirements & Competency:

- Bachelor's degree in finance and economics, or relevant education in related field.
- Experience in personal financial planning.
- Experience in conducting workshops, facilitating group discussions, and delivering presentations to diverse audiences.
- Demonstrate analytical and strategic communication and reporting skills – verbal and written.
- Consistently demonstrate accountability, positive and professional behavior.

- Strong knowledge of financial literacy topics, including budgeting, saving, credit management, and financial goal setting.
- Knowledge of relevant project management techniques and tools.
- Excellent interpersonal skills.
- Flexibility to connect with individuals from different backgrounds and levels of financial literacy.
- Ability to assess individual financial situations, identify needs, and create tailored action plans.

Please submit your cover letter and resume to:

Attention: Human Resources / Subject line: **FINANCIAL LITERACY SPECIALIST** / Email: personnel@intervalhouse.ca

Good to Know:

We thank all applicants, but only applicants with the required qualifications and competencies will be contacted.

Must be legally eligible to work in Canada and must have a valid work permit that allows the candidate to fulfill the requirements of the role.

As a congregate setting, candidates **must** meet Interval House Covid-19 vaccination policy requirements, subject to exemptions within the policy.

All successful applicants must agree to undergo a police vulnerable sector check.

Interval House demonstrates its commitment to diversity, equity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.

Interval House:

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence.

Checkout our website for more details, www.intervalhouse.ca