**Location**  
Ohio Association of Foodbanks

**Job Title**  
Work Support Coordinator

**Reports to**  
Program Manager  
**Title**  
Project Coordinator

**Starting Salary:**  
Type of position:  
- ☒ Full-time  
- ☐ Part-time

**Hours**  
40 / week

- ☐ Exempt  
- ☐ Nonexempt

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**Position Overview**

The OBB Project Coordinator is responsible for conducting all outreach, enrollment, and support functions for the MyBudgetCoach program within the organization and supporting the Program Manager in administering activities of the Ohio Association of Foodbanks SSI/SSDI Benefit Bank program. Activities include recruiting new sites, conducting trainings, keeping accurate reports, providing technical assistance for the statewide MyBudgetCoach partners. The coordinator’s knowledge of financial information (including budgeting, net worth, setting financial goals, periodic expenses) combined with communication skills to make a sales pitch on the free programs offered from the association will create growth in new and existing partners. This position requires a valid driver’s license and some evening and weekend availability. The primary focus will be to develop the MyBudgetCoach program through researching new strategic partnerships who will use the free MyBudgetCoach program and other OBB programs.

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**Essential Job Functions/Key Areas of Responsibility**

- OBB counselor certification  
  - Complete OBB required training  
  - Complete Financial Online Courses

- Facilitate MyBudgetCoach Coach in-person trainings in front of 1 - 15 people or online for 1 - 5 people  
  - Maintain up-to-date records on each coaches, relationship manager, and site  
  - Communicate with future and current sites when MyBudgetCoach meetings are hosted

- Promote the MyBudgetCoach and other OBB programs providing information in a fair, accurate, and impartial manner.

- Maintain Google spreadsheet on active sites with correct relationship managers

- Be comfortable talking about finances.

- Coordinate monthly reporting using excel

- Work with partner organizations to increase member/coach pairs in the community.

- Protect Personally Identifiable information

- Assist in planning an annual OBB Community Meeting and Training

- Work with Program Manager to find new strategic partnerships for MyBudgetCoach and OBB, specifically Access SSI/SSDI

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**Secondary Job Functions**
**Location**  
Ohio Association of Foodbanks

**Job Title**  
Work Support Coordinator

**Reports to**  
Program Manager

**Title**  
Project Coordinator

- Assist Consumer Assistance Hotline by responding to questions regarding MyBudgetCoach as necessary.
- Participate in all staff activities as required by the Ohio Association of Foodbanks.
- Maintain an up-to-date, shared work calendar.
- Drive to assigned sites or trainings; arrive at events on time; set-up for events; manage events independently; tear down after events.

**Requirements**

- Word, Excel, Outlook, Google Apps, and PowerPoint proficient, as well as internet navigation skills
- Excellent written and verbal communication skills.
- Problem solving, analytical skills
- Preferred experience in project management with successful track record of setting up and executing operational processes successfully.
- Must be at least 18 years of age.
- Has completed and submitted the application and disclosure form required has declared, under penalty of refusal, suspension, or revocation of the insurance navigator's certification, that the statements made in the form are true, correct, and complete to the best of the applicant's knowledge and belief;
- Technical experience with laptops, wireless cards, projectors, Webinars, USB ports and flash drives
- Some light lifting
- Must have valid driver's license, reliable transportation and be willing to travel, sometimes overnight.
- Must be willing to drive extended lengths across Ohio and frequent day trips to Columbus
- Willingness to work flexible hours, including some nights and weekends.

**Program Overview**

The MyBudgetCoach program is one of the newest programs at The Ohio Association of Foodbanks. The MyBudgetCoach program helps low-income working families improve their ability to budget and make well-informed financial decisions. Understanding the importance of budgeting is generally recognized as the first step in successful financial planning. While people at any income level can benefit from improving their budgeting skills, it is particularly important for low-income individuals who may suffer severe consequences after making uninformed financial decisions. As a MyBudgetCoach Program Coordinator, you are a catalyst for good financial behavior, delivering the tools and information MyBudgetCoach program members need to achieve their financial goals. You can learn more about the program by visiting the support site: mybudgetcoachohio.org  
If you would like more information to view the intake process to become a site, please use this link:  
https://goo.gl/5i3VlK

Another program at the Ohio Association of Foodbanks is The Ohio Benefit Bank (OBB). The Ohio Benefit Bank™ is an innovative online service that we implement in partnership with the State of Ohio, four federal agencies, eight state agencies, and more than 1,300 faith-based and community organizations. Its purpose is to connect Ohio's families with work support programs and tax credits. Part of OBB is Access SSI/SSDI. More information can be found at [http://support.ohiobenefits.org/access-ssi/](http://support.ohiobenefits.org/access-ssi/)