Job Summary: Family Development Coordinator
Open Hand Ministries, Inc.
Reports to Executive Director

1. **OHM-Circles Site Coordinator (40%)**
Family development is the essence of OHM. Its goals are 1) to create a tangible, caring, and responsive presence in the lives of our families as they progress through their journey toward home-ownership and 2) to create community that transcends socio-economic boundaries, racial lines, and cultural differences. OHM has adopted/adapted the nationally recognized Circles model as a part of its Family Development program. We match our families (“Leaders”) with volunteers (“Allies”) to form teams (“Circles”) that work together, within the larger OHM-Circles community, to accomplish the goals identified by the families. The Site Coordinator is the key facilitator of this OHM-Circles community.

Candidate should possess a passion for people and the development of racially and economically diverse community, be proficient at up-front teaching/facilitation, ...

**Essential Functions:**
- Assist in the development of partnerships with appropriate community groups & individuals
- Oversee the recruitment of Leaders, Allies, and other support personnel & resources
- Oversee the Training and matching of new Leaders and Allies
- Oversee the development and implementation of an ongoing “Life Together” curriculum
- Provide conflict resolution if necessary within the Circles® Community
- Facilitate the development of and assist Community Leadership Teams (indigenous leadership)
- Ensure confidentiality in all communications – both written and oral
- Oversee compliance with Circles USA reporting requirements
- Participate in monthly Circles Greater Pgh Network meetings and annual data analysis meeting
- Oversee the development and implementation of ongoing Child Development Curriculum
  - To include supervision of Child Development Coordinator and Nursery Coordinator

2. **Financial Mgmt. Skills Development (40%)**
Regardless of a Family’s individual goals, financial wellness is critical to its success. Our efforts begin with helping our families to identify psychological barriers to financial wellness and move to developing the skills necessary to effectively budget, save, and invest.

Candidate should be familiar with financial wellness principles, applicable to a minority community ...

**Essential Functions:**
- Implement & oversee comprehensive Financial wellness curriculum
  - Curriculum to empower individual Circles and Circles Community
- Oversee/facilitate the development of individual Leader action plans
- Develop/incorporate key measurables and track progress/success
- Recruit, develop, coordinate “financial wellness” support organizations/individuals, as needed, to ensure effective delivery of services (i.e. trainers, presenters, workshops, ...)

3. **Home-ownership Readiness (20%)**
Home-ownership is a significant “wealth building” vehicle and represents a unique opportunity within our communities for applicable Leaders.

Candidate should be familiar with “home-ownership readiness” principles ...

**Essential Functions:**
- Assist in determining individual Leader’s home-ownership viability
• Develop mortgage pre-qualification action plan for designated Leaders, to include credit score, debt-to-income ratio, collections, etc.
• Measure and report progress as it pertains to estimated time line of readiness
• Communicate & Coordinate with Exec. Director and Construction Coord. regarding readiness
• Conduct comprehensive Homeownership Workshops for designated Leaders, as necessary.
• Recruit, develop, coordinate “home-ownership readiness” support organizations/individuals, as needed, to ensure effective delivery of services (i.e. trainers, presenters, workshops, ...)