



Financial Literacy and Empowerment Facilitator
Full Time (35 hours per week)
Job ID # 26-002

**Are you looking to make a difference in your community?
Join the Norwood team and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and empower individuals. For more information, visit <https://www.norwoodcentre.com>.

Position Summary

The successful candidate will join the Family Education and Financial Empowerment team. The Financial Literacy and Empowerment Facilitator (Facilitator) supports the delivery of Norwood Centre's financial empowerment services. This position combines group-based financial education, one-on-one financial coaching and counselling, tax filing assistance, and support with accessing government benefits and subsidies.

Working from a participant-centered approach, the Facilitator helps participants build financial skills, improve their financial well-being, and reduce barriers to economic inclusion. This role is ideal for someone passionate about social impact, financial empowerment, and working directly with diverse and often underserved communities.

This position requires a flexible work schedule that includes occasional evenings and weekends as scheduled to meet the needs of participants.

Reporting to the Manager of Family Education and Financial Empowerment, the Financial Literacy and Empowerment Facilitator is responsible for the following:

- Assisting participants in preparing and electronically filing personal income tax returns through the CRA Community Volunteer Income Tax Program (CVITP)
- Delivering engaging and interactive financial literacy workshops and groups in community settings (e.g., housing organizations, shelters, community agencies, etc.)
- Supporting participants in identifying and applying for provincial and federal government benefits (e.g., GST/HST credit, Canada Child Benefit, Alberta Works etc.), including assistance with applications and documentation (e.g., identification, treaty status card, health care cards etc.)
- Providing confidential one-on-one support through financial counselling/coaching to help participants assess their financial situation, set realistic goals, and create action plans
- Helping participants understand eligibility criteria and complete required applications and documentation
- Facilitating tax clinics in community settings
- Applying trauma-informed, strength-based, and non-judgmental approaches to build trust and empower participants
- Collaborating with agency team members and community partners to provide optimal programs and services
- Compiling and entering necessary data and documentation into agency and collaborative data systems while maintaining accurate, timely and complete electronic and paper files



The ideal candidate will possess the following qualifications:

- Degree or diploma in Human Services or equivalent
- Experience in financial education, coaching, counselling, community outreach, or nonprofit program delivery
- Knowledge of personal finance topics (budgeting, debt, credit, benefits, taxes) and familiarity with the Canadian tax system
- Experience in group facilitation with the ability to engage diverse populations in both group and individual formats
- Ability to work collaboratively within a multidisciplinary team and with community partners
- Proficient in Microsoft office and database systems
- Valid driver's license and access to a reliable vehicle
- Criminal Record Check and Child Welfare Intervention Record Check (*findings will be reviewed on a case by case basis*)

The following qualifications are considered an asset:

- CRA CVITP certification or prior experience delivering community tax clinics
- Ability to engage diverse populations in both group and individual formats

The hourly range for this role is \$28.71-\$36.23 per hour (\$52,245-\$65,930 per year) based on a 35-hour week.

Norwood provides the following:

• Great benefits plan	• Service recognition and employee awards
• 12 sick/personal leave days per year	• Ongoing professional development

Norwood staff are guided by the following Team Charter: (SPIRIT)

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.
- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all abilities, backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision, please consider joining our team.

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and 2SLGBTQ1A+ communities.

To apply for this opportunity, please submit your résumé and cover letter to: careers@norwoodcentre.com

Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.

Please include Financial Literacy and Empowerment Facilitator and Job ID Number:26-002 in the subject line of the email.

Closing Deadline: Until Suitable Candidate is Found

We thank all applicants for their interest, however, only those selected for an interview will be contacted.