



COACHING and PROGRAM ASSOCIATE

One Family, Inc. aims to prevent homelessness and break the cycle of family poverty in Massachusetts by promoting pathways to economic independence through advocacy, education, and innovation. One Family envisions a Commonwealth where all families have secure housing, access to education leading to employment, and the ability to build assets to create a brighter future. We believe that if policies are focused on prevention and programs are designed to promote opportunities, then we can end family homelessness in Massachusetts. For more information, visit onefamilyinc.org.

Our longest-running direct service program, the One Family Scholars (OFS) program, provides individualized coaching to low-income single parents pursuing a college degree. Our Scholars also receive scholarships that offset both direct costs of college (tuition, fees) and indirect costs of college (books, supplies, and living expenses). OFS is unique in both who we serve and our approach of combining advising and financial support. For more information please visit onefamilyinc.org/scholars.

The Program Associate is an exciting opportunity to join a growing nonprofit with a long history of success. Reporting to the Director of Programs, the Program Associate will be responsible for advising a group of One Family Scholars and will provide essential program operating support. This is a full-time salaried position with excellent benefits operating in a collegial and collaborative work environment.

Key Responsibilities

- Provide one-on-one coaching that is empowering, supportive, and strength-based, while ensuring that participants are making demonstrable progress toward goals;
- Coordinate programming and events (such as orientations, retreats, Lunch and Learn opportunities, etc.);
- Oversee the OFS online application process, ensuring a swift, organized application review process and prompt thorough communication with all applicants and community partner organizations;
- In collaboration with the communications department, manage communications with One Family Scholars, alumni, and community partners, including sending mass e-mails, e-newsletters, etc.; and
- Manage data collection and documentation, while ensuring that Salesforce (our CRM system) is accurate and up to date.

Qualifications:

- Commitment to One Family's mission and a belief that families who are experiencing or at risk of homelessness can create a better future for themselves and their children;
- Culturally competent, and possessing openness and respect for others' cultures, identities, and lived experiences;
- Interest in learning about and building a proficiency in education and career coaching;
- Self-starter with excellent analytical and organizational skills, ability to juggle varied responsibilities, and attention to detail;
- Bachelor's degree required; and
- Valid driver's license required for occasional travel within Massachusetts.

To Apply

Please e-mail a resume and brief cover letter, outlining how your skills and experience meet the position qualifications, to careers@onefamilyinc.org and include "Coaching and Program Associate" in the subject line.

*One Family is an Equal Opportunity Employer.
We encourage applicants with diverse backgrounds and experiences to apply.*