



POSITION DESCRIPTION

BEEM/MyMoney Moves Program Associate

To apply, send your resume to Olamide Babatunde (olamideb@mypathus.org) and Itzel Estrada (itzele@mypathus.org). Priority consideration will be given to candidates who apply by **EOD Sunday, January 12th, 2025** and we'll continue to accept applications on a rolling basis after that until the position is filled.

NOTE: References will not be contacted without obtaining consent from candidates first.

Job Type: Full-time, Temporary, Non-Exempt

Duration: January 21st, 2025 - July 31, 2025

Location: San Francisco and Oakland, CA (In-person)

Compensation: \$25.72 per hour (40 hrs/week) + 100% employer paid medical, dental, vision (for employees) and 50% employer paid medical (for children); Flexible Spending Account (FSA); a 401K saving plan; 20 days of Paid Time Off; 15 paid holidays

This position may require working up to two Saturdays per month.

ABOUT MYPATH

A national non-profit headquartered in the Mission District of San Francisco, MyPath is focused on paving economic pathways for BIPOC youth and young adults from low-income communities. MyPath partners with city agencies, national youth nonprofits and financial institutions to embed youth-friendly banking, saving and credit-building into experiences where youth are earning money. Historically, our partnerships have engaged youth employment and workforce programs; more recently we have added guaranteed income pilot partners and are exploring other delivery channels. Our results and best practices have spotlighted the power of first paychecks and guaranteed income as opportunities to engage youth in financial capability and have been published by the Federal Reserve Bank of San Francisco, the Journal of Consumer Affairs, the Consumer Financial Protection Bureau and others. To learn more about MyPath, visit us at MyPathUS.org.

ABOUT THE POSITION: Advancing BIPOC Youth Economic Opportunity

MyPath is seeking a passionate and community-driven Program Associate to support two key initiatives: the Black Economic Equity Movement (BEEM) and MyMoney Moves. This role will focus on participant outreach, communication, and engagement while assisting with program

coordination and administrative efforts. The ideal candidate will be committed to advancing racial and economic equity, have strong interpersonal and organizational skills, and be eager to engage directly with Black young adults in Oakland and San Francisco.

PRIMARY ROLES AND RESPONSIBILITIES

BEEM Support (50%)

- Conduct outreach to BEEM participants and maintain ongoing communication to ensure high engagement levels
- Coordinate and conduct in-person monthly visits with BEEM participants to discuss program services and resources
- Assist participants as they transition out of the program, providing information on available supports and resources
- Collaborate with team members to ensure participants complete key milestones and program requirements
- Support ad hoc tasks such as social media engagement to amplify BEEM's impact
- Facilitate participant offboarding visits in Oakland or San Francisco

MyMoney Moves Support (50%)

- Conduct participant outreach and coordinate application and enrollment processes for the MyMoney Moves program
- Facilitate participant onboarding and in-person enrollment visits in Oakland or San Francisco
- Provide logistical and operational support for program activities, such as compensation tracking and scheduling
- Collaborate with UCSF researchers and the MyPath team to evaluate program outcomes and improve delivery

QUALIFICATIONS

- 2–4 years of experience in program coordination, community outreach, or working directly with youth or young adults.
- High school diploma required; bachelor's degree preferred.
- Experience working with Black youth or other underrepresented communities.
- Strong organizational and time-management skills, with attention to detail.
- Excellent verbal and written communication skills.
- Ability to build relationships and connect with youth participants from diverse backgrounds.
- Proficient in using online tools (e.g., Google Workspace, Box, Salesforce, spreadsheets, virtual meeting platforms).
- Familiarity with Oakland and San Francisco communities and local nonprofits is strongly preferred.
- Familiarity with economic justice and financial capability concepts is a plus.

- Openness to feedback and eagerness to learn.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is occasionally required to do the following: stand; walk; sit; speak and hear while communicating with others to exchange information; repeat motions that may include the wrists, hands, and/or fingers; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; stoop; kneel; balance.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

MyPath is an equal opportunity employer and we actively work to build a team that reflects the diversity of the communities and young people we serve. People of color, women, and LGBTQ candidates are strongly encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.