



## Job Description

Position: Practical Money Skills (PMS) Facilitator  
Full time position: Salary based on experience & skillset

This position reports directly to PMS Team Lead  
Works closely with other PREIS Team Members  
HR responsibilities lie within the office of the Operations Director. Attendance and scheduling matters should be discussed directly with the Operations Director. As a courtesy, include Donna Golob, Executive Director on any schedule changes, vacation schedules or PTO notification documents or emails.

### **Responsibilities:**

Job will include a variety of responsibilities including, but not limited to:  
Assist Team Lead with scheduling of the Practical Money Skills Program  
Train on Practical Money Skills Curricula  
Understand the evaluation process of Relentless 2.0 P2P & Practical Money Skills Programming  
Complete HIPPA Training  
Practical Money Skills Program Facilitation as scheduled with schools  
Attend regular / weekly team meetings  
Attend regular / monthly PATH team meetings  
Participate in ongoing Professional Development  
Record Keeping  
Reporting  
Research  
Other tasks assigned by Team Lead, Operations Director or Executive Director

### **Office Hours:**

8 – 4:30 M-F

Mileage reimbursement is offered for this position at \$.45/mile. Mileage must be tracked and reported on the Reimbursement Form and submitted to the Finance Director on a monthly basis. This form is due no later than the 28<sup>th</sup> of each month.