

RISE Memphis, Inc. (formerly RISE Foundation, Inc.) Position Announcement – April 2025

RISE is an Equal Opportunity Employer

Job Title:	Save Up Program Coordinator	Division/Department:	Programs
Location:	1355 Lynnfield Street, Suite 101 Memphis, TN 38119	Reports to:	Save Up Program Manager
Status:	Full-time, Non-Exempt	Opening Date:	April 2025
Closing Date:	Open until position is filled	Projected Start Date:	ASAP
Salary:	\$42,500 annualized		

About RISE Memphis

RISE Memphis is on a mission to empower individuals and families in Memphis and Shelby County to achieve financial independence and build generational wealth. Since 1999, we've helped thousands of families purchase their first major assets, supported youth in excelling academically, improved financial literacy among employees across the region, and advocated for fair financial practices. Our impact speaks for itself—over \$11 million in assets created through our **Save Up** program alone. We believe that financial empowerment leads to stronger communities, and we're looking for passionate changemakers to help us expand our impact.

About the Role

We're seeking a **Program Coordinator** to support the **Save Up** Individual Development Account (IDA) program, which helps low-income, working adults in Memphis build financial stability. Reporting to the **Save Up Program Manager**, the Program Coordinator will play a key role in participant outreach, program operations, and financial education delivery. This is a great opportunity for someone who is detail-oriented, passionate about community impact, and eager to support a mission-driven program.

What You'll Do

- **Participant Support & Outreach:** Assist with recruiting and enrolling program participants, with a focus on the 38126, 38106, 38127, 38128 communities.
- **Program Coordination:** Help manage daily program operations, including scheduling classes, tracking participant progress, and maintaining program records.
- **Financial Education & Training:** Support the facilitation of financial literacy workshops and coordinate asset-specific training sessions for participants.
- **Event & Logistics Management:** Assist in planning and executing special events, community outreach efforts, and program initiatives.
- **Data & Reporting:** Maintain program databases, track key outcomes, and provide reports to the Program Manager for evaluation and continuous improvement.

What We're Looking For

- **Education & Experience:** A bachelor's degree in social work, education, finance, counseling, or a related field, plus at least **two years of experience** working in social services or community programs.
- **Financial Literacy Expertise:** Experience supporting financial education or asset-building programs is a plus!
- **Tech-Savviness:** Proficiency in Microsoft Office Suite is required; experience with VistaShare (or similar management information systems) is a bonus.
- **Strong Communicator:** Excellent written and verbal communication skills, with the ability to connect with diverse audiences.
- **Flexibility & Mobility:** This role requires **some evening and weekend availability**, as well as local travel. A reliable vehicle and state-mandated insurance are required.

Work Environment

This role is a mix of office-based and community-based work. Expect a dynamic environment where you'll be sitting, standing, driving, and occasionally lifting up to 20 lbs. Some peak periods may bring a bit of hustle, but the impact you make will be worth it!

Ready to Make an Impact?

To apply, email your **cover letter, resume, and three professional references** to admin@risememphis.org with **“Save Up Program Coordinator”** in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

RISE Memphis is an equal-opportunity employer—we celebrate diversity and are committed to creating an inclusive environment for all employees.