



Manage Your Money Assistant

Division:	Lead	Report to:	Chief of Operations
Department/Group:	Manage Your Money	Attend General Meetings:	Biweekly
Commitment:	Moderate-High	Attend Lead Meetings:	Monthly
HR Contact:	Carlye Oda	Attend Exec Meetings:	By request
Renewal:	Term prior to retirement	Mentorship:	Immediately

Job Description

Job Purpose:

The Manage Your Money Project Manager is responsible to facilitate the progress of the project by directing and assisting fellow members in the implementation of project initiatives to achieve goals. To be motivating and encouraging as you support fellow colleagues in the execution of their tasks.

Duties:

- Maintain relationship with Stakeholders
- Schedule and conduct regular team meetings
- Schedule and conduct regular MY\$ sessions to at-risk youth
- Seek opportunities to improve and expand the MY\$ project
- Contact Teacher conducting sessions to develop classroom material
- Facilitate and supervise each session
- Attend general team and other scheduled meetings
- Actively participate in meeting discussions and SIFE events
- Complete tasks in a timely fashion, to the best of my ability, and ask for help when necessary
- Keep track of all emails, responsibilities and tasks
- Seek oppourtunities to gain and practice skills, knowledge, and experience
- Be good natured and promote a positive work environment for all

Qualifications

- Student at St. Lawrence College

Member:		Signature:		Date:	
President:		Signature:		Date:	
Faculty Advisor:		Signature:		Date:	