

Job Posting

October 21, 2019

POSITION

Financial Coach, Bushwick HomeBase

EMPLOYMENT TYPE

Full-Time, 35 hours per week

SALARY

\$45,000-\$47,000, annually

REPORTS TO

Director of Operations, Empowerment

ESSENTIAL DUTIES AND RESPONSIBILITIES

The HomeBase Program is NYC premier homelessness prevention program. The community-based initiative assists households who are at-risk of shelter entry in order to resolve their housing crisis and lay the groundwork for self-sufficiency. The role of the Financial Coach is to work with clients to improve economic stability and to ensure households develop financial management skills that will benefit their long-term goals.

- Work collaboratively with HomeBase Case Managers at two separate sites to establish financial goals with clientele.
- Hold 20 meetings per week with HomeBase clients while helping each to meet their financial goals, including: establish/improve credit, reduce debt and increase assets, improve banking practices, create a household budget and savings plan, etc.
- Record customer information and meeting progress data precisely, accurately, and on time.
- Plan and facilitate Financial Coaching workshops for small groups of clients.
- Conduct engaging coaching sessions and encourage clients establish ongoing participation in follow up meetings.
- Work RiseBoro management to spread basic financial literacy to staff, as needed

COMPETENCIES

- Two years' professional experience (ideally in a related field such as coaching/counseling, accounting, or finance).
- Willingness to work with and support vulnerable populations such as people at-risk of homelessness, immigrant communities and survivors of domestic violence.
- Superb written and verbal communication skills, and strong interpersonal skills.
- Exceptional organization and process management (i.e. starting multi-step projects and seeing them through to completion).
- Proficiency with Google and Microsoft suites (e.g. Google docs and MS Excel).
- Spanish language proficiency required.
- Ability to work independently and collaborate with a team.
- Entrepreneurial spirit, ability to problem solve and build relationships.

EDUCATION EXPERIENCE

- Bachelor's degree required OR equivalent experience
 - High School diploma plus 8 years of direct financial coaching experience or;
 - Associate Degree plus 5 years of direct financial coaching experience or;
 - Bachelor's Degree

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME and COVER LETTER TO

Please send your resume and cover letter to: Keshia Jagdeo, Director of Empowerment Services, kjagdeo@riseboro.org

