



NEW JERSEY CITIZEN ACTION

JOB ANNOUNCEMENT *** Accepting Resumes ***

Job Summary: FINANCIAL COACH

The **Financial Coach** will provide one-on-one personal finance coaching services to low- and moderate-income individuals working to achieve self-defined personal finance goals. Coaches work alongside program participants to take steps to achieve greater financial stability and wellness, providing knowledge, resources and support. Coaches emphasize specific actions that participants can take to improve their financial situation including building savings, reducing debt, improving credit access, avoiding costly financial products, and purchasing wealth-building assets.

Responsibilities

Coaching: Provide one-on-one coaching services for participants in NJCA's Financial Coaching program. Monitor participant progress toward financial goals. Follow up with participants as required, providing on-going support, encouragement, accountability and resources. Provide detailed action plans and summary notes for participants. Refer participants to financial and other services through outside organizations, as appropriate. Maintain files and databases for participants including intake forms, credit reports, appointment notes, and action plans.

Promotion of coaching services: Assist with the promotion of these services to existing NJCA participants and new clients. Work with partner organizations, government entities, businesses, labor unions, and others to promote services. Develop new partnerships. Provide group and individual presentations about the services. Create promotional materials.

Financial education workshops: Develop and conduct financial education workshops. Schedule workshops and handle logistical and administrative aspects of delivery.

Data collection and evaluation: Collect and verify all required data from participants both during and after program participation. Utilize program's data collection and storage software to keep files up to date. Maintain other files necessary for providing services and reporting progress to funders and partner organizations as well as in-house reporting and analysis.

Resource development: Identify and refer participants to other resources and services needed to achieve their financial goals. Identify, cultivate, and maintain relationship with key community partners.

General program support: Provide support, as needed, to other core programs including cross training in other service areas. Assist with special projects as assigned and other tasks deemed necessary to achieve overall goals and to operate a successful program.

Travel and Schedule: Travel for training and occasional meetings and NJCA required events, as needed. Maintain a flexible work schedule as needed, including evening and weekend availability.

Experience and Qualifications:

Bachelor's Degree from an accredited college or university. Relevant experience will be considered.

The ideal candidate will have a background in financial coaching, housing counseling, credit counseling, housing services, social services, asset development and/or a related field. Ideal candidate will be well versed in social media and ways to recruit through social media. Experience working with moderate- and low-income families in a personal finance capacity is desirable. **Spanish-speaking STRONGLY preferred.**

Skills and Requirements:

- Analytic thinker with excellent listening skills.
- Creative, practical and strategic problem-solver.
- Independent worker who can identify challenges and devise solutions.
- Excellent interpersonal, written and verbal communication skills.
- Detail-oriented, with a willingness to learn new skills and techniques to promote quality, efficiency and successful client outcomes.
- Ability to identify internal weaknesses, identify solutions, and to adapt coaching methods and tools to create more effective organizational and client outcomes.
- Ability to interact effectively and confidently with individuals from a diversity of backgrounds that utilize or support NJCA services.
- Commitment to the values and mission of NJCA.
- Flexible, adaptive and positive demeanor in a constantly changing environment.
- Knowledge of Microsoft Office software; high level of comfort with technical applications a plus.
- Must have valid US driver's license and use of own vehicle. Must have valid car insurance and be willing to travel

Hours/Salary: Full-time position with benefits; \$38,500-\$43,500.

Locations: Newark and Jersey City (other locations possible; will be discussed at interview)

How to Apply: To apply email a resume and letter of interest to:
Paula Mirk, Director of Financial Coaching
paula@njcitizenaction.org

NJCA is an equal opportunity employer. Women and people of color are strongly encouraged to apply.