

Job Title	Financial Coach
Employer/ Agency	The Women's Resource
Job Description	<p>The YourLife Financial Coach is essential to the success of the organization and provides one-on-one financial coaching to women who have taken YourLife Finance Classes, participated in YourLife Possibility Groups or selfselect into the program.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact potential clients who have expressed interest in one-on-one coaching <input type="checkbox"/> Support and maintain coaching relationship with clients exiting YourLife Possibility Groups <input type="checkbox"/> Coordinate one-on-one coaching schedule <input type="checkbox"/> Assist clients with goal setting, budgeting, credit building/repair, debt repayment, savings <input type="checkbox"/> Empower the client through client-directed coaching <input type="checkbox"/> Provide introduction or linkage to relevant community resources and/or financial products <input type="checkbox"/> Encourage clients as they work toward established financial goals <input type="checkbox"/> Monitor client's progress toward goal completion <input type="checkbox"/> Follow up with clients at regular intervals <input type="checkbox"/> Utilize coaching forms during coaching sessions to empower the client and record progress <input type="checkbox"/> Collect required documentation and ensure data is complete <input type="checkbox"/> Record data in Salesforce database and use to inform practice <input type="checkbox"/> Assist in program report preparation and analysis <input type="checkbox"/> Conduct financial education classes as a means of outreach and education <input type="checkbox"/> Report to and work closely with the Senior Program Director <input type="checkbox"/> Engage in continuous quality improvement, learning and training <input type="checkbox"/> Ensure coaching is delivered in a high-quality manner <input type="checkbox"/> Ensure annual program goals and objectives are met <input type="checkbox"/> Ensure safety and confidentiality standards are met
Qualifications	<p>Bachelor degree required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bilingual (English/Spanish) preferred, not required <input type="checkbox"/> Must have reliable transportation <input type="checkbox"/> Ability to work in a remote environment <input type="checkbox"/> Ability to effectively organize and manage time <input type="checkbox"/> Passion to help others help themselves <input type="checkbox"/> Self-directed, independent worker who takes initiative and is able to solve problems <input type="checkbox"/> Attention to detail and ability to respond to deadlines on time <input type="checkbox"/> Excellent organizational, verbal, written and interpersonal communication skills <input type="checkbox"/> Professional that works with poise, confidence and team-oriented approach <input type="checkbox"/> Understanding of how financial education/coaching affects an individual <input type="checkbox"/> Flexible and positive attitude, sense of humor, patience, character and integrity <input type="checkbox"/> Non-profit experience or demonstrated thorough understanding of the field <input type="checkbox"/> Advanced proficiency in Microsoft Office products (Outlook, Word, Excel)

	<p>The ideal candidate will have experience in two or more of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Financial coaching <input type="checkbox"/> Financial education and/or asset building <input type="checkbox"/> Strong understanding of personal finance (specifically around budgeting, asset building and credit building) <input type="checkbox"/> Experience working with clients toward goals that require behavior change <input type="checkbox"/> Experience working with low to moderate income individuals
Salary/Hours	Full-time Position: Competitive/commensurate with experience and other qualifications
Employer/Agency	YourLife Finance Program, The Women's Resource
City, State, Zip	Houston, TX
Contact Person	Kelly Keith
Contact Title	Senior Program Director
Telephone Number	No phone calls or email inquiries please
Email Address	kkeith@thewomensresource.org
Application Method	<p>All candidates are asked to EMAIL the three documents listed below to kkeith@thewomensresource.org</p> <p>Documents should be addressed to: Kelly Keith, Senior Program Director</p> <ol style="list-style-type: none"> 1. Cover letter stating how your skills are a match for the position requirements and duties 2. Resume 3. Writing sample that addresses the following scenario. (100-250 words per email, 12 point font) <p>Scenario: Write an email to a YourLife Coaching client.</p> <p>Only qualified applicants that submit ALL documents requested above will be considered.</p>
Opening Date	Immediate. The position will remain open until filled.

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.