



## **JOB ANNOUNCEMENT \* ACCEPTING RESUMES**

### **Job Summary: FINANCIAL COACH: Second language speaker a plus.**

The **Financial Coach**, with supervision and support from the program director, will provide one-on-one personal finance coaching services to low- and moderate-income individuals primarily in the geographic areas of Essex, Middlesex and Union Counties. Coaches provide strategies and resources to help clients reach financial goals including building savings, reducing debt, and improving credit.

#### **Responsibilities:**

- Provide one-on-one coaching services in Union and Middlesex counties.
- Provide action plans and follow up as needed. Maintain files and databases for participants including intake forms, credit reports, appointment notes, and action plans.
- Assist with promotion and recruitment of new clients, and develop new partnerships, through presentations and meetings as appropriate.
- Research personal finance tools and other relevant information
- Provide support, as needed, to other core NJCA programs.
- Adhere to all guidelines related to confidentiality. Follow regulatory and quality-control requirements as per industry standards and partner/funding requirements.
- Maintain a flexible work schedule as needed, including occasional evening and weekend availability.

**Experience and Qualifications:** Bachelor's Degree from an accredited college or university. Relevant experience will be considered. Ideal candidate will be open-minded and enjoy helping others. Experience working with moderate- and low-income families in a personal finance capacity is desirable.

#### **Skills and Requirements:**

- Creative, practical problem-solver with excellent listening and communication skills.
- Independent worker willing to learn new skills and techniques to help clients
- Commitment to the values and mission of NJCA.
- Flexible, adaptive and positive demeanor in a constantly changing environment.
- Knowledge of Microsoft Office software. Knowledge of Salesforce 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.

**How to Apply:** Email a resume and letter of interest to:

Paula Mirk, Director of Financial Coaching  
[paula@njcitizenaction.org](mailto:paula@njcitizenaction.org)

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