



Position Title: Financial Coach, Financial Opportunity Center

Coalition for Responsible Community Development (CRCD) is seeking a visionary and dynamic individual to join the Vernon-Central/LATTC WorkSource Center team as a Financial Coach. This innovative full-time position is based in near downtown Los Angeles. Interested candidates are encouraged to visit the CRCD website <http://coalitionrcd.org> to gain insight into the agency's mission and mission.

Mission of CRCD

To better sustain, coordinate and improve local planning, development and community services that address the needs of low-income residents and small businesses in South Los Angeles.

Founded in 2005, the Coalition for Responsible Community Development has a unique focus on young people in Vernon-Central and collaborates with residents, businesses, community-based organizations, civic leaders and Los Angeles Trade Technical College to improve the quality of life in our community.

Financial Opportunity Centers (FOC) in partnership with CRCD's Vernon-Central/LATTC WorkSource Center help low to moderate income families boost earnings, reduce expenses, and make appropriate financial decisions that lead to asset building through an integrated service model approach. The centers provide individuals and families with services across three critical and interconnected areas: employment services, financial coaching and access to income supports.

Position Description

The financial coach provides direct services to low to moderate-income individuals who are enrolled as Financial Opportunity Center participants thru the Vernon-Central/LATTC WorkSource Center. Financial counseling and coaching involve an ability to engage and motivate participants, a strong understanding of personal finances, and the ability to teach that knowledge to others. The financial coach is responsible for assisting participants in developing plans of action that are intended to help them reach their goals and achieve financial stability. The financial coach is expected to focus services in a one-on-one counseling format. The Financial Coach will also conduct classes and workshops on topics such as budgeting, credit building, banking products and other related topics.

The financial coach will work with the career coaches, employment counselors and income supports counselor to ensure that the participants is getting assistance across these three major service areas. The financial coach reports directly to the WorkSource Center Director

Responsibilities

- ***Provide one on one financial counseling/coaching***
 - Teach 275+ participants about the value of financial planning and engage them in a long-term relationship with the WorkSource Center in
 - Assist participants in resolving current financial situations, while providing a wide lens on their financial health to shift the approach to proactive financial management
 - Work with participants to complete a very detailed financial assessment
 - Work with the participant to document a budget and provide strategies for budget improvements
 - Access the participants credit report/score and provide strategies for credit building
 - Document the participant's balance sheet and provide strategies for increasing net worth
 - Develop plans of actions and provide tools, resources, and accountability to the participant to help them meet their goals

- Understand other services offered by the agency, such as employment services and income supports counseling, and connect the participants to these other services
- **Outcome tracking**—track the stories and successes of program participants
 - Use Efforts to Outcome (ETO), a participant management system, to document and reflect the outcome of their participants accurately and in a timely manner
 - Completing Combined Financial Assessment (CFA) for financial counseling participants
 - Working with the entire FOC team to ensure that any changes to the participant’s CFA (new job, new benefit, change in credit score) is properly documented
 - Be able to serve over 275 participants in various services
- **The financial coach may conduct workshops** as a means of outreach and education
 - The classes may be part of a larger job readiness class offered by the FOC, or may be occasional workshops to the public
 - Develop workshop materials or tailor existing materials to meet the needs of the community
 - Workshop topics should be relevant to the community, and may include topics such as: budgeting, savings, banking products, credit building, identity theft, and more.
- **Develop relationships with local financial institutions and community organizations**
 - Work with mainstream financial institutions to understand the needs of the community so they can provide products and services that fit
 - Create a network of referral organizations to help you assist the participant meet his goals (e.g. local housing counseling agency, legal aid, etc.)
 - FULLY integrate into the WorkSource Center and Youth Source Center under the NEW Integrated Service Delivery Model to leverage resources and funds and help participants achieve higher levels of self sufficiency

Qualifications

Qualifications for the financial coach position include, but are not limited to:

- **A strong understanding of personal finances**, particularly in the areas of budgeting, asset building, and credit building
- **A bachelor’s degree** from a four year accredited institution or equivalent experience
- **Previous work experience in the financial sector** (banking, lending, insurance, investments) is a plus
- **Strong communication skills**, both written and oral
- **Previous work experience with the FOC’s target population**, and/or the ability to provide financial counseling/coaching services in a culturally sensitive manner. A good financial coach is able to relate well to team members and participants
- **Proficient in Microsoft Word, Excel, and PowerPoint**
- **Internet and Resource Savvy**
- **Bilingual Spanish preferred but not required**

Salary

- \$3,166.67 - \$3,333.33 per month based on experience

Application Process

- Those interested in this position may apply by submitting a cover letter, salary history and resume to: cvasquez@coalitionrcd.org. Please make sure to include the job title & how you heard of this position in the subject of your email.

Job site location

- Los Angeles Trade Tech College at Vernon-Central/LATTC WorkSource Center