Title: Financial Coaching Program Coordinator

Employment Status: Full-Time, 35 hrs.

Salary: $42,500 annual

Reports to: CMS/FC Program Manager

Summary
The Connecticut Association for Human Services Financial Coaching program connects low to moderate income adults with trained financial volunteer coaches who assist adults with creating and implementing a financial plan for economic success.

Responsibilities
Duties shall include, but are not limited to:

- Assess client needs and assign them to a trained volunteer financial coach;
- Make appropriate referrals and integrate other wraparound supports (i.e. benefits, tax preparation) into counseling to achieve greater results;
- Engage in ongoing follow-up with clients and volunteer financial coaches;
- Assist in coordinating volunteer trainings;
- Collect, track and report required data using client and volunteer management database;
- Assist in forming partnerships with other agencies for acquiring more clients and volunteers;
- Participate in initial trainings and ongoing professional development trainings;
- Follow required protocol and program requirements

Qualification Requirements

- A baccalaureate degree from an accredited college.
- Particular expertise in one of the following: financial services, social work, financial planning, coaching/mentoring, teaching, or other related fields is preferred

Essential Skills

- Ideally bilingual, speaking English as well as Spanish.
- Be knowledgeable about credit, debt, and money management; savings and investment options; and safe financial products and services;
- Excellent interpersonal skills;
Excellent working knowledge of Microsoft Word, Excel, Outlook;
Available to work some evenings and weekends;
Ability to use a client management database.

**Location**

Hybrid- Remote & 110 Bartholomew Avenue, Suite 4020, Hartford, CT 06106

**What we offer full-time (35 hours per week) employees:**

- Dedicated, diverse, and friendly co-workers
- Generous paid time off
- Agency-subsidized benefits
- Free off-street parking

**How to Apply**

Please send your resume and cover letter expressing interest in our mission to apply@act-ct.org with “Financial Coaching Program Coordinator” in the subject line. Candidates without a cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

*ACT celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.*