



ADVANCING TOGETHER

110 Bartholomew Ave Ste 3050, Hartford CT 06106 • T 860-247-2437 • F 860-951-4779 • act-ct.org

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.