

JOB DESCRIPTION

Title: Financial Coach	Reports to: Director of Economic Empowerment
FLSA Status: Full – Time , Non-exempt	
Department: Economic Empowerment	Date: December 2019

Summary: The Financial Coach is responsible for coordinating financial programs and services that assist the low-income population manage their financial resources and help build economic assets in Wyandotte and Johnson Counties. The coach works closely with enrollment specialist to ensure clients have access to programs and services that help them achieve their goals. El Centro employees are professionals that set the cultural and professional tone of the organization by striving for cultural competency, valuing diverse populations and ideas and adhering to El Centro’s values and culture.

PRIMARY ACCOUNTABILITIES

1	Coordinates and implements a cohesive economic improvement program that helps individuals and families address their social economic challenges and / or achieve their goals. Adheres to grant and community partner guidelines in administering programs and services.
2	Provides financial education classes and 1:1 financial coaching at various program sites.
3	Coordinates the Volunteer Income Tax Assistance (VITA) centers in Kansas City and Olathe and prepares income tax returns. This includes assisting some clients obtain their Individual Tax Identification Numbers (ITIN).
4	Assist clients with emergency assistance; conducts intake to determine level of assistance in both Wyandotte and Johnson Counties
5	Enters and maintains accurate and timely information in client tracking systems and maintains client files. Prepares reports that are thorough and prepared on time.
6	Supports and contributes to positive Public Relations of El Centro. Examples of this responsibility include civic and community engagement, organizing and participating in outreach activities and El Centro events; advocates on behalf of clients, community needs, system change and public policy. Establish and maintain positive, effective relationships with key resources, vendors, regulators, and other internal and external sources that have a significant effect on the outcomes and operation of El Centro business.
7	Supports and contributes to a workplace that aspires to become culturally competent by helping us work with others to facilitate sensitivity, openness and respect to people regardless of differences. Supports the cultural competency indicators.

8	Supports and contributes to El Centro's advocacy and policy initiatives. Attends staff trainings to enhance El Centro's advocacy capacity, participates in awareness campaigns, and shares information with clients and community stakeholders.
9	Other duties as assigned

ESSENTIAL FUNCTIONS/KEY COMPETENCIES

- Ability to interact with and provide effective client services
- Ability to effectively manage time to handle responsibilities
- Ability to effectively utilize technology for tracking and reporting
- Demonstrate problem solving skills
- Commitment to cultural competency in provision of services and organizational development
- Commitment to advocacy benefitting clients, community, social change and public policy

POSITION REQUIREMENTS

Education

Bachelor's degree or combination of education and work experience

Agency will support training for tax preparation and Financial Literacy Coaching

Certification

Experience

- Minimum of two years experience in field.

Skills

- Bilingual English/Spanish
- Ability to utilize technology

Send cover letter and resumes via email or mail to:

Sasheen Cutchlow

Director of Economic Empowerment

El Centro

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Kansas City, Kansas 66101

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by COB, Friday, January 24, 2019

El Centro, Inc. is an Equal Opportunity Employer

