

**JOB POSTING
BRIDGES TO CAREER OPPORTUNITIES EMPLOYMENT COACH
DISTRICT 1199C TRAINING & UPGRADING FUND**

Position Summary:

There are four main responsibilities of the Bridges to Career Opportunities (BCO) Financial Coach:

1. Act as a lead on Financial Coaching information and resources for students and other staff.
2. Support student efforts to increase wealth and decrease debt through individualized financial coaching.
3. Coordinate BCO related programs as needed.
4. Work with the BCO Team and other programs to collect and regularly inventory BCO paperwork.

This position works closely with internal occupational training program coordinators and will serve over 300 students over four years. This position begins immediately and ends January 31, 2020. This position will include evening and some weekend hours as required by programming.

Essential Functions and Responsibilities:

Financial Coaching (60%)

- Interview and assess clients' overall financial situation by reviewing income, assets, debts, expenses, credit reports, or other financial information.
- Meet with students regularly to develop and monitor a personalized financial plan including debt management plans, spending plans, and budgets to assist clients to meet financial goals.
- Review changes to financial, family, or employment situations to determine whether changes to existing debt management plans, spending plans, or budgets are needed.
- Monitor and record student financial information such as improved credit score, increased savings, and debt reduction in the Salesforce Database. Use agency database (ETO) to track information.
- Help students set and achieve goals using financial products such as the Benefit Bank software to help connect students to public benefits
- Provide access to VITA services and EITC
- Work jointly with the Program Coordinator/Employment Coach to provide individual and group counseling and workshops
- Facilitate workshops on topics such as budgeting, managing personal finances, financial literacy, credit report ratings, bankruptcy laws, consumer protection laws, wage attachments, and collection actions.
- Develop and maintain relationships with external partners and organizations with financial experience

Coordination/Career Coaching (30%)

- Coordinate BCO Programs as needed
- Provide career coaching to students/programs as needed
- Provide case management, employment coaching, job placement assistance, and retention services for BCDA students
- Meet individually with students during bridge and occupational training to develop a personalized career pathway
- Facilitate career education workshops on topics such as resume writing, interviewing, dressing for success, and managing time.
- Assist students in preparing resumes, writing cover letters, interviewing, and career planning
- Work with employed students on next steps for advancement on the job or continued post-secondary training
- Work closely with internal occupational training coordinators to provide seamless services to students
- Develop work based learning activities as part of student preparation for employment
- Monitor and evaluate student progress over the duration of the grant.
- Engage childcare employers for employment and volunteer opportunities for the students

Administration Duties (10%)

- Maintain comprehensive student records (electronic and paper)
- Enter data into Sales Force database on a weekly basis
- Regularly follow up with students during retention phase as needed by student or program
- Attend meetings, webinars, conferences and seminars as required

- Operate a variety of office equipment including audio/visual equipment.
- Perform other duties as required

Qualifications:

- Financial services expertise: The applicant should have a background in financial coaching, banking, asset development and/or a related economic development field. The applicant should have experience working with low-income families in one or more of the following areas: financial goal setting; budgeting; credit building/rebuilding and debt repayment; utilization of quality financial services; and asset development.
- Minimum Bachelor's Degree in finance, business, counseling, or social work with Master's Degree preferred
- Experience in coaching, counseling, or social work preferred
- Experience in healthcare, childcare, and/or behavioral health educational programs preferred
- Experience in program coordination preferred
- Ability to read, write, and speak Spanish fluently preferred
- Strong computer skills - Microsoft Excel; Microsoft Outlook; Microsoft Power Point; Microsoft Word; Windows Operating System, ETO Database, Sales Force

**All applications and resumes should be submitted to Stephanie Webb at swebb@1199ctraining.org
DEADLINE: Friday, April 20, 2018**

General Competencies Required:

Champions Mission:

- Understands and actively supports the mission of the Training Fund and District 1199C and the impact the organization has on its stakeholders.
- Understands his/her role in supporting the growth of the Training Fund.

Commits to Service:

- Dedicated to meeting the expectations and needs of internal and external customers.
- Treats colleagues as "internal customers" with commitment to understanding and addressing their expectations.

Delivers Excellence:

- Can be counted on to meet goals successfully, on time and to follow through.
- Is solution oriented; takes initiative and ownership of work.
- Takes pride in delivering a high quality product.
- Spends time on what's important; organizes and continuously prioritizes work.

Is Accountable for Results:

- Achieves results by keeping commitments
- Takes responsibility for actions, both individually and as a member of a team
- Acts ethically and with integrity.
- Demonstrates a strong work ethic.
- Responds flexibly to change; easily and positively makes transitions to the new and different.

Communicates Effectively:

- Communicates clearly and accurately in written and verbal form.
- Ensures that information is shared with whoever it will affect, directly or indirectly.
- Is open and respectful when giving or receiving feedback.
- Practices attentive and active listening.
- Responds to conflict quickly and effectively.
- Maintains composure under pressure.
- Works collaboratively and cooperatively with others and across departments agency-wide.
- Practices empathetic, non-judgmental communication.

Values Diversity:

- Contributes to a work environment in which individuals perceive that their uniqueness is respected and valued.
- Sees diversity as essential to the success of the organization