



Fifth Avenue Committee

Our Community. Our Future.

JOB ANNOUNCEMENT FINANCIAL COACH

Status: Non-Exempt

Unit: Community Services

Position: Full-time, 35 hrs/week

Fifth Avenue Committee, Inc. (FAC, www.fifthave.org) is an award winning non-profit South Brooklyn based comprehensive community development corporation and NeighborWorks American chartered member formed in 1978, whose mission is to advance economic, social, and racial justice. FAC advances its mission principally through developing and managing affordable housing and community facilities, creating economic opportunities, and ensuring access to economic security, organizing residents and workers, offering student-centered adult education, and combating displacement caused by gentrification.

Community Services at FAC creates a more equitable city by ensuring economic mobility by connecting more than a thousand low- and moderate-income New Yorkers with benefits and supports each year. In addition to helping individuals and families secure public benefits and entitlements and health insurance, the program offers free financial and legal counseling and tax preparation assistance.

Responsibilities:

The Financial Coach provides direct service to low- and moderate-income individuals who are enrolled as Financial Opportunity Center participants within the Community Services Unit. The Financial Coach is responsible for assisting clients in developing plans of action that are intended to help the client reach their goals and achieve their financial goals and economic stability. The Financial Coach is expected to deliver financial capability counseling in one-on-one sessions. Additional responsibilities include organizing and facilitating group workshops.

The Financial Coach will collaborate closely with Workforce Development, Adult Education and Community Services staff to ensure that clients are receiving best-in-class assistance across three major service areas – workforce development, income support and financial coaching. The Financial Coach reports directly to the Coordinator of Community Services.

Primary Duties:

- ***Provide one on one financial counseling/coaching***
 - Teach clients about the value of financial capability support services and forge productive, long-term connections to program beneficiaries
 - Assist individuals and families through support on current financial situations, while providing a wide lens on their financial health to shift the approach to proactive financial management
 - Work with individuals and families to understand and complete detailed financial assessments
 - Support the development of household budgets and provide strategies for budget improvements and goal setting
 - Access credit report/score and provide strategies for improving credit
 - Document statements of net worth provide strategies for increasing net worth and reducing debt, if an issue

- Develop goals and action plans while providing tools, resources, and accountability to the individuals to help them meet their goals
- Understand other supportive services offered by the organization and provide informed referrals when appropriate.
- **Outcome tracking**
 - Supervise and collaborate with Retention Specialist to track the progress, outcomes and impact of program services and activities meticulously and consistently
 - Ensure utilization of all performance measurement systems are maintained including funder reporting systems and FAC's Salesforce system
 - Review and analyze program performance regularly to ensure data integrity as well as to inform program service delivery
 - Ensure completion of Combined Financial Assessment (CFA) for all individuals receiving financial capability support
 - Collaborate with the Community Services team to ensure that any changes to the CFA's (new job, new benefit, change in credit score) are properly documented
- **Manage relationships with local financial institutions and other community organizations**
 - Create and maintain a network of referral organizations to assist individuals in meeting their financial goals (e.g. local housing counseling agency, legal assistance, etc.)
 - Liaise with local financial institutions so as to make appropriate referrals when necessary
- **Design and facilitate financial workshops** as necessary to ensure program goals are met
- **Other duties as assigned**

Qualifications

Qualifications for Financial Coach include, but are not limited to:

- Strong commitment to FAC's mission and desire to do work with a measurable impact
- Financial capability coaching experience required
- Group facilitation experience strongly preferred
- Excellent communication skills, well-organized, thorough, strong attention to detail, and highly motivated.
- Excellent data management and computer skills (Windows, Word, Excel, database & internet applications), and an eagerness to learn innovative technologies to solve workflow or communications challenges
- Must be goal-driven and results-oriented with a friendly and professional demeanor.
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including students, low-income tenants, government agencies, employers, non-profit partners, foundations, and jobseekers
- Enthusiasm and respect for working with low-income adults.
- Ability to multi-task and exercise excellent judgment
- Flexibility to work some evenings and/or weekends
- Bilingual English/Spanish preferred

Compensation & Benefits: \$50K - \$61K. FAC offers a comprehensive benefits package including health and dental insurance (following a 60-day waiting period), employer retirement plan, life insurance, employee retirement savings plan, flexible spending and 12 paid holidays.

To Apply:

E-mail cover letter with resume and salary requirements with "Financial Coach" in the subject line to:

Fifth Avenue Committee, Inc.
Attn: Financial Coach
621 DeGraw Street
Brooklyn NY 11217
jobs@fifthave.org

Please, no phone calls!

*Women and people of color and local residents are strongly encouraged to apply.
FAC is an equal opportunity employer (EEO).*