



Position: Financial Coach
Department: LISC
Reports To: LISC Manager
FLSA Status: 30 hours/week
Salary: DOQ

Description:

The Financial Coach provides direct service to the refugee and immigrant students in the Institute's Medical Careers Pathway and Hospitality Careers Pathway. The Financial Coach will guide participants in developing financial plans of action intended to help them reach their targeted goals.

Duties:

- Provide one-to-one coaching for New American participants, assisting with goal setting, budgeting, credit building, debt repayment, savings, utilization of financial services, and asset development
- Monitor participant progress toward financial goals, using the client management system Salesforce, and preparing regular program reports as needed
- Prepare and present financial literacy classes and workshops to groups of participants
- Work with classroom instructors, employment counselors, and other Pathway staff members to provide integrated services to participants
- Identify and help participants to access other financial resources and services needed to achieve their goals
- Cultivate and maintain relationships with key financial and community partners
- Assist, as assigned, with special projects and attend trainings and workshops as deemed necessary to achieve overall goals and to operate a successful program
- Attend IIM staff meetings and LISC peer support meetings, as scheduled
- Work, along with all Institute staff, at the annual Festival of Nations

Qualifications:

- A bachelor's degree (finance, accounting, or similar field preferred but not required)
- A strong understanding of personal finances, especially in budgeting, credit building, and asset development
- Previous work experience in the financial sector is a plus
- Strong written and oral communication skills
- Experience working with refugees and immigrants, and/or the ability to provide financial coaching services in a culturally sensitive manner
- Proficiency in Microsoft Word, Excel, and Power Point, and the ability to learn the Salesforce client management system
- Ability to work independently and as a member of a team
- Patience in engaging/motivating/encouraging program participants in order to help them resolve financial challenges and accomplish goals
- A car, with adequate insurance
- Fluency in Somali, Oromo, Amharic, or another language of our students is preferred but not required

This person may have Recurring Access to Vulnerable Populations

To apply: Submit cover letter and résumé to Kate Raleigh (kraleigh@iimn.org).
No phone calls or walk-ins please. Position is open until filled.