



**Position Title:** Financial Coach & Homeownership Advisor  
**Department:** Financial Coaching  
**Reports to:** Financial Coaching Program Manager  
**Hours:** 25+ hours per week (.67 FTE)  
**Salary range:** \$30,000 - \$32,000  
**Updated:** 9/22/2021

### **Organization Description**

Since 1974 the International Institute of Minnesota (IIM) has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 13,000 New Americans achieve U.S. citizenship since 2001. IIM's annual Festival of Nations fosters community and honors culture and traditions of 100 unique ethnic communities. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be important abroad and in Minnesota.

### **Position Purpose**

The Financial Coach & Homeownership Advisor provides direct service to the refugee and immigrant clients. This position will guide participants in developing financial plans of action intended to help them reach their homeownership and/or other targeted goals.

### **Position Duties and Responsibilities**

- Provide one-to-one coaching for New American participants, assisting with goal setting, budgeting, credit building, debt repayment, savings, utilization of financial services, asset development and the home buying process
- Monitor participant progress toward financial goals, using multiple client management systems, 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 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
- Organize Homestretch workshops
- Communicate with pathway program managers about schedules for financial literacy classes, and contact students to make one-to-one to make appointments for comprehensive financial assessments.
- Assist, as assigned, with special projects, attend trainings and workshops and obtain certifications as deemed necessary to achieve overall goals and to operate a successful program
- Attend IIM Financial Coaches meetings, IIM staff meetings, and LISC peer support meetings, as scheduled

- Work, along with all Institute staff, at the annual Festival of Nations

### **Position Requirements**

- A bachelor's degree (finance, accounting, or similar field preferred but not required)
- A strong understanding of personal finances, especially in the areas of budgeting, credit building, asset development, and the home buying process
- 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 and homeownership advising services in a culturally sensitive manner
- Proficiency in Microsoft Word, Excel, and Power Point, and the ability to learn several client management systems
- 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

### **Miscellaneous**

- This person may have Recurring Access to Vulnerable Populations

### **Physical Demands**

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To apply:** Submit cover letter and resume to Tanya Battista via email ([tbattista@iimn.org](mailto:tbattista@iimn.org)).  
*No phone calls or walk-ins please.* Position is open until filled.

### **Equal Employment Opportunity**

International Institute of Minnesota is an equal opportunity employer.