

1. Job Title, Organization Name, Full Time or Part-time

Financial Coach, Southeast Community Services, Full Time

2. Salary and benefits, if desired: \$35,000 with additional benefits

3. Two sentence organization/position introduction that appears in the NFP News with a link to the full length description

When you're out at dinner with friends, can you split the check in your head? SECS is seeking: a person with potential to work with our adults around financial stability. If you will bring that sense of excitement and knowledge to our neighbors, SECS wants to talk to you.

4. Organization Overview or Description

The mission of Southeast Community Services, Inc. is to "work together to serve, strengthen and support financial stability in our neighbors in southeast Indianapolis." Southeast Community Services, Inc. (SECS) utilizes the Center for Working Families (CWF) program model for the delivery of our services. The program embraces four primary components to assist participants in moving toward financial stability. These components include: employment, financial literacy, education and access to work supports.

5. Position Duties

We seek a person who is able to interact discreetly and effectively with neighborhood residents on a range of financial and asset building issues. The successful candidate will assist our site with the financial coaching component of the CWF Initiative. This means a willingness to work flexible hours that best meet the needs of participants and participate in community outreach.

6. Primary Responsibilities:

Southeast Community Services, Inc. (SECS) utilizes the Center for Working Families (CWF) program model for the delivery of social services. The program embraces four primary components to assist participants in moving toward financial stability. These components include: employment, financial literacy, education and access to work supports.

The job responsibilities include:

1. Providing one-on-one financial coaching to CWF participants, including assessing financial situations and helping them to develop realistic spending, savings, and debt management plans, improving or building credit, developing emergency savings funds, and building assets (retirement, education, housing, etc.)
2. Teaching financial education classes.
3. Managing outcome tracking and documentation requirements for the financial coaching component of CWF.
4. Creating and maintaining an environment of work, not school, while modelling appropriate workplace behaviours.
5. Regularly document progress of participants through Efforts to Outcomes data collection system
6. Coordinate and work with CWF team members to promote and facilitate participation for potential individuals that might benefit from the program

7. Developing relationships with financial institutions in order to encourage more affordable financial products and services for CWF constituents

Preferred Experience, Skills and Qualifications:

- A four-year degree in business, finance, or a related field of study *is preferred* but may substitute significant, highly relevant work experience.
- Proven ability to successfully apply financial coaching skills with the target population.
- Excellent social/interpersonal skills and writing ability commensurate with the communication and reporting requirements of the position.
- Strong computer skills including experience with MS Office applications, using the Internet and database management.
- General knowledge and understanding of the needs of a low-income working population, as well as knowledge of available community resources.
- Well-organized and self-directed, with ability to manage multiple tasks and priorities with great attention to detail.
- Ability to multi-task a variety of activities and remain focused on best customer service.
- Ability to interact with people of all ages and cultural backgrounds
- Must have valid IN Driver's License, access to reliable transportation with insurance as this position requires local travel.

7. E-mail address and/or Mailing address for resume submission:

Must submit a cover letter telling us about your passion for finance and a resume to: Peggy Frame at PeggyF@Southeastindy.org No phone calls please.

8. Resumes will be accepted through what date, if shorter than our 30 day standard?

August 15, 2016