

**Financial Trainer**  
Position Description

*Reports to Program Coordinator*

**Responsibilities**

- Work with Community Services Specialists and Program Coordinator to coordinate financial education workshop schedule
- Market and deliver Kahua Waiwai youth and family financial and housing workshops
- Gather client paperwork and create workshop folders
- Complete and submit project participant sign-in sheets and Training Reports following each workshop
- Distribute and collect Pre- and Post-Workshop Participant Evaluation Forms
- Assist Program Coordinator in community outreach to secure partnerships with community-based, education, and financial organizations, as needed

This position requires 300 work hours within 12 months.

**Locations**

Positions are available at the following locations:

- 200 N Vineyard Boulevard, Suite A300, Honolulu, HI 96817
- 260 Kamehameha Avenue, #207, Hilo, HI 96720
- 4523 Ioane Road, Anahola, HI 96703

**Qualifications**

- Working knowledge of Microsoft Office® computer programs (Word, Excel, Access, Publisher)
- Strong oral and written communication skills
- Comfortable speaking one-on-one with individuals in front of families, groups, and youth
- Ability to work independently or as part of a team

**Preferred**

- Knowledge and understanding of Hawaiian culture and values
- Experience working with youth and families
- Basic understanding of Hawaiian Home Lands

**Training**

- Engage in individualized counseling and complete a housing/financial workshop
- On-the-job training (i.e. complete in-house trainings and counselor shadowing)
- Complete Kahua Waiwai Financial Trainer Certification Course

**Compensation**

- \$3,000 Annual Salary, Health Care, \$1,150 Education Award for college costs or loans