

Job Title	YourLife Financial Coach
Employer/ Agency	The Women's Resource of Greater Houston
Application Method	<p>All candidates are asked to EMAIL the three documents listed below to kkeith@thewomensresource.org</p> <p>Documents should be addressed to: Kelly Keith, Senior Program Director</p> <ol style="list-style-type: none">1. Cover letter stating how your skills are a match for the position requirements and duties2. Resume3. Writing sample that addresses the following scenario. (100-250 words per email, 12 point font) <p>Scenario: Write an email to a YourLife Coaching client.</p> <p>No phone calls or email inquiries please.</p>
Job Description	<p>The YourLife Financial Coach is essential to the success of the organization and provides one-on-one financial coaching to women who have taken YourLife Finance Classes, participated in YourLife Possibility Groups or self-select into the program.</p> <p>Responsibilities</p> <ul style="list-style-type: none">• Contact potential clients who have expressed interest in one-on-one coaching• Support and maintain coaching relationship with clients exiting YourLife Possibility Groups• Coordinate one-on-one coaching schedule• Assist clients with goal setting, budgeting, credit building/repair, debt repayment, savings• Empower the client through client-directed coaching• Provide introduction or linkage to relevant community resources and/or financial products• Encourage clients as they work toward established financial goals• Monitor client's progress toward goal completion• Follow up with clients at regular intervals• Utilize coaching forms during coaching sessions to empower the client and record progress• Collect required documentation and ensure data is complete• Record data in Salesforce database and use to inform practice• Assist in program report preparation and analysis• Conduct financial education classes as a means of outreach and education• Report to and work closely with the YourLife Program Manager• Engage in continuous quality improvement, learning and training

	<ul style="list-style-type: none"> • Ensure coaching is delivered in a high-quality manner • Ensure annual program goals and objectives are met • Ensure safety and confidentiality standards are met
Qualifications	<ul style="list-style-type: none"> • Bachelor degree required • Bilingual (English/Spanish) preferred, not required • Must have reliable transportation • Ability to work in a remote environment • Self-directed, independent worker who takes initiative and is able to solve problems • Excellent organizational, verbal, written and interpersonal communication skills • Professional that works with poise, confidence and team-oriented approach • Understanding of how financial education/coaching affects an individual • Flexible and positive attitude, sense of humor, patience, character and integrity • Non-profit experience or demonstrated thorough understanding of the field • Advanced proficiency in Microsoft Office products (Outlook, Word, Excel) <p>The ideal candidate will have experience in two or more of the following:</p> <ul style="list-style-type: none"> • Financial coaching • Financial education and/or asset building • Strong understanding of personal finance (specifically around budgeting, asset building and credit building) • Experience working with clients toward goals that require behavior change • Experience working with low to moderate income individuals
Salary/Hours	Full-time Position: Competitive/commensurate with experience and other qualifications
Employer/Agency	The Women's Resource of Greater Houston
Address	730 N. Post Oak Rd., Suite 204
City, State, Zip	Houston, TX 77024
Contact Person	Kelly Keith
Contact Title	Senior Program Director
Opening Date	August 2, 2018

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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