

<b>Job Title</b>	YourLife Financial Coach
<b>Employer/ Agency</b>	The Women's Resource of Greater Houston
<b>Job Description</b>	<p>The YourLife Coaching 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 and/or participated in YourLife Possibility Groups.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contact potential clients who have expressed interest in one-on-one coaching</li> <li>• Support and maintain coaching relationship with clients exiting YourLife Possibility Groups</li> <li>• Coordinate one-on-one coaching schedule</li> <li>• Assist clients with goal setting, budgeting, credit building/repair, debt repayment, savings</li> <li>• Empower the client through client-directed coaching</li> <li>• Provide introduction or linkage to relevant community resources and/or financial products</li> <li>• Encourage clients as they work toward established financial goals</li> <li>• Monitor client's progress toward goal completion</li> <li>• Follow up with clients at regular intervals</li> <li>• Utilize coaching forms during coaching sessions to empower the client and record progress</li> <li>• Collect required documentation and ensure data is complete</li> <li>• Record data in Salesforce database and use to inform practice</li> <li>• Assist in program report preparation and analysis</li> <li>• Conduct financial education classes as a means of outreach and education</li> <li>• Report to and work closely with the YourLife Program Manager</li> <li>• Engage in continuous quality improvement, learning and training</li> <li>• Ensure coaching is delivered in a high-quality manner</li> <li>• Ensure annual program goals and objectives are met</li> <li>• Ensure safety and confidentiality standards are met</li> </ul>
<b>Qualifications</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor degree required</li> <li>• Must have reliable transportation</li> <li>• Ability to work in a remote environment</li> <li>• Ability to effectively organize and manage time</li> <li>• Passion to help others help themselves</li> <li>• Self-directed, independent worker who takes initiative and is able to solve problems.</li> <li>• Attention to detail and ability to respond to deadlines on time</li> <li>• Excellent organizational, verbal, written and interpersonal communication skills</li> <li>• Professional that works with poise, confidence and team-oriented approach</li> <li>• Understanding of how financial education/coaching affects an individual</li> <li>• Flexible and positive attitude, sense of humor, patience, character and integrity</li> <li>• Non-profit experience or demonstrated thorough understanding of the field</li> <li>• Advanced proficiency in Microsoft Office products (Outlook, Word, Excel)</li> </ul> <p>The ideal candidate will have experience in two or more of the following:</p> <ul style="list-style-type: none"> <li>• Financial coaching</li> <li>• Financial education and/or asset building</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong understanding of personal finance (specifically around budgeting, asset building and credit building)</li> <li>• Experience working with clients toward goals that require behavior change</li> <li>• Experience working with low to moderate income individuals</li> </ul>
<b>Salary/Hours</b>	Full Time (40 hours)
<b>Employer/Agency</b>	The Women’s Resource of Greater Houston
<b>Address</b>	730 N. Post Oak Road, Houston, Texas 77024
<b>Contact Person</b>	Kelly Keith, Senior Program Director
<b>Application Method</b>	<p>You mu EMAIL the three documents listed below to <a href="mailto:kkeith@thewomensresource.org">kkeith@thewomensresource.org</a></p> <p>[Documents should be addressed to: Kelly Keith, Senior Program Director]</p> <ol style="list-style-type: none"> <li>1. Cover letter stating how your skills are a match for the position requirements and duties</li> <li>2. Resume</li> <li>3. Writing sample that addresses the following scenario. (100-250 words per email, 12 point font) <ol style="list-style-type: none"> <li>a. <b>Scenario:</b> Write an email to a YourLife Coaching client.</li> </ol> </li> </ol> <p><b>Only qualified applicants that submit <u>ALL</u> documents requested above will be considered.</b>  <b>NO PHONE CALLS OR EMAIL INQUIRIES PLEASE</b></p>
<b>Opening Date</b>	Immediate

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 [mswjjobs@central.uh.edu](mailto:mswjjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.