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| <b>Job Title</b>        | <b>YourLife Financial Coach</b>  |
| <b>Employer/ Agency</b> | The Women's Resource of Greater Houston  |
| <b>Job Description</b>  | <p>The YourLife Financial Coach meets regularly with women to set and achieve financial goals that are meaningful to them through one-on-one financial coaching. The YourLife Financial Coach helps the client develop an action plan in support of her goals and provides encouragement and accountability throughout the duration of the coaching relationship.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Identify new clients through outreach efforts</li> <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 clients 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 Senior Program Director</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> </ul>  |

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|                           | <ul style="list-style-type: none"> <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> <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>       | Commensurate with experience and other qualifications<br>Full Time Position (40hrs/week)  |
| <b>Application Method</b> | <p>All candidates are asked to EMAIL the <u>three</u> documents listed below to <a href="mailto:kkeith@thewomensresource.org">kkeith@thewomensresource.org</a>. Documents should be addressed to: Kelly Keith, Senior Program Director.</p> <ol style="list-style-type: none"> <li>Cover letter stating how your skills are a match for the position requirements and duties</li> <li>Resume</li> <li>Writing sample that addresses the following email scenario.<br/>(100-250 words, 12 point font)<br/><b>Scenario:</b> Write an email to a YourLife Coaching client.</li> </ol> <p>View the complete job description on our website.<br/><a href="https://thewomensresource.org/our-team">https://thewomensresource.org/our-team</a></p> |
| <b>Opening Date</b>       | Immediate   |
| <b>Address</b>            | 730 N. Post Oak Rd., Suite 203<br>Houston, Texas 77024  |
| <b>Contact Person</b>     | Kelly Keith, LMSW – Senior Program Director   |