



NEW JERSEY CITIZEN ACTION

JOB ANNOUNCEMENT * ACCEPTING RESUMES

Job Summary: COUNSELOR/FINANCIAL COACH

The **Financial Coach**, with supervision and support from the program director, will provide one-on-one personal finance coaching services to low- and moderate-income individuals statewide. Coaches provide strategies and resources to help clients reach financial goals including building savings, reducing debt, and improving credit.

Responsibilities:

- Provide one-on-one coaching services.
- Provide action plans and follow up as needed. Maintain files and databases for participants including intake forms, credit reports, appointment notes, and action plans.
- Assist with promotion and recruitment of new clients, and develop new partnerships, through presentations and meetings as appropriate.
- Research personal finance tools and other relevant information
- Provide support, as needed, to other core NJCA programs.
- Adhere to all guidelines related to confidentiality. Follow regulatory and quality-control requirements as per industry standards and partner/funding requirements.
- Maintain a flexible work schedule as needed, including occasional evening and weekend availability.

Experience and Qualifications: Bachelor's Degree from an accredited college or university. Relevant experience will be considered. Ideal candidate will be open-minded and enjoy helping others. Experience working with moderate- and low-income families in a personal finance capacity is desirable.

Skills and Requirements:

- Creative, practical problem-solver with excellent listening and communication skills.
- Independent worker willing to learn new skills and techniques to help clients
- Commitment to the values and mission of NJCA.
- Flexible, adaptive and positive demeanor in a constantly changing environment.
- Knowledge of Microsoft Office software. Knowledge of Salesforce a plus.
- Must have valid US driver's license and use of own vehicle. Must have valid car insurance and be willing to travel

Hours/Salary: Full-time position with benefits; \$42,500-\$47,500.

How to Apply: Email a resume and letter of interest to:

Paula Mirk, Director of Financial Coaching
paula@njcitizenaction.org

NJCA is an equal opportunity employer. Women and people of color are strongly encouraged to apply.