



**Job Description:** Contractual Financial Coach

**Limited Duration Position** - This is a temporary, contractual position

Martin Luther King Community Center is seeking a person with a strong financial services background who is able to interact discreetly and effectively with neighborhood residents on a range of financial and asset building issues. Primary responsibility is to facilitate motivational workshops focused on budgeting and credit improvement

**Focus**

- Facilitate 2-part motivational and goal setting workshops for neighborhood residents and On-My-Way-PreK voucher holders
- Assist participants in developing a budget and setting financial goals
- Assist participants in securing, reviewing and understanding their credit report
- Connect participants to Case Management and Center for Working Families at MLK Center and Edna Martin Christian Center
- Collect evaluation data from participants

**Requirements**

- Two or more years experience in the financial or credit counseling industry preferred
- A four-year degree in business, finance or a related field of study is preferred but may substitute significant, highly relevant work experience (five years or more) and proven ability to successfully apply financial coaching skills with the target population
- Teaching or facilitation experience required
- General knowledge and understanding of the needs of low-income working population, as well as knowledge of available community resources
- Well-organized and self-directed, with ability to manage multiple tasks and priorities with great attention to detail
- Incumbent must have valid driver's license and reliable transportation, as this position requires occasional travel
- Submit to criminal background check – does not preclude hiring
- Commitment to mission of MLK Center, while fostering inclusiveness and the values espoused by Dr. Martin Luther King, Jr.