

THE RESURRECTION PROJECT

Job Description



Position Title	Financial Coach (Part-Time)
Supervisory Relationship	Financial Empowerment Manager
Work Location	Mexican Consulate of Chicago, 204 South Ashland, Chicago, IL 60607
Organization General Description	After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$469 million in community investment.
Pillar Purpose	TRP's Community Wealth Building Pillar builds financial empowerment and lays the foundation for economic vitality so individuals and business owners can directly invest in the community and have a visible stake in its destiny. Individuals are placed on the path of financial stability through financial coaching, homeownership education, and foreclosure prevention. Business owners are connected with resources, training, and capital in order to become sustainable enterprises which contribute to the resurgence of the community by providing jobs, trade, and economic vitality. TRP recently was designated as a Community Development Financial Institution (CDFI).
General Job Description	<p>The Financial Coach is responsible for assisting with the implementation of financial literacy initiatives and one-on-one financial coaching. The Financial Coach helps community members create a financial plan that includes the establishment of financial goals, improvement of credit, savings and debt, and the access to financial products.</p> <p>The Financial Coach is a member of the Financial Wellness department and the Community Wealth Building Pillar, and works with other staff to further TRP's mission through the promotion of financial literacy, sustainable homeownership, and wealth building.</p>
Job Duties and Responsibilities	<ul style="list-style-type: none">• Provide one-on-one financial coaching services (approximately 20% of time).• Comprehensive one-on-one financial coaching and analysis for individuals looking to improve their financial wellness and financial security. The analysis includes review of credit, debt, savings, budgeting, financial goal setting, the access to financial products, and the development of a financial action plan.• Facilitate financial education workshops (approximately 80% of time).• Assist and support in the development and implementation of educational programs and workshops. Facilitate workshops for the community on various financial topics• Recruit community participants.• Maintain accurate data and reporting systems to effectively track client and program progress; adhere to all guidelines related to confidentiality of files and records.• Coordinate with other TRP staff to offer financial coaching and financial education services to clients across departments.• Work closely with other Financial Wellness staff to enhance and further develop current courses and expand services provided.• Cultivate, manage, and expand relationships with participants, leaders, TRP member institutions, and partners to promote and further TRP's Financial Wellness goals and organizational mission.• Maintain required job skills and core professional competencies.• Attend and participate in required educational programs and staff meetings.• Performs other duties as assigned.

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Performance Measures	<ul style="list-style-type: none">• Achievement of annual clients-served goal, including annual workshops and coaching goals.• Achievement of initial, six-month, and annual client financial follow-up.• Timely, quality production of workshop materials.• Timely, quality production of marketing/communication materials.• Timely follow-up with clients and accurate tracking of all communication.• Timely, quality, and accurate reporting, as assigned by the Financial Empowerment Manager.• Effective development of relationships and communication with member institutions, leaders, and partners.• Active participation in required staff and team meetings and programs.
Essential Knowledge and Skills	<ul style="list-style-type: none">• Bachelor's Degree is preferred. Two years' experience in housing counseling, community development, finance, real estate, social work or related field required.• Experience in workshop development and adult training (minimum two years), including consumer financial education, teaching, and/or counseling; certification from HUD/NeighborWorks/NCLR a plus.• Certification from HUD/NeighborWorks/NCLR preferred in Financial Capability within one year of hire.• Bilingual in English and Spanish required.• Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic, and racial/ethnic backgrounds.• Excellent verbal, analytical, writing, and organization skills.• Demonstrated public presentation skills.• Proficient knowledge of MS Office and Internet required.• Highly motivated and demonstrated ability to work independently as well as part of a team.• Attention to detail.
Special Working Conditions and Demands	<ul style="list-style-type: none">• Willingness to work flexible hours as needed; evenings and weekends required.• Access to a car, valid driver's license, and ability to travel within the metropolitan area and sometimes out of state.
Position Classification	Part-Time, Non-Exempt
Preparation Date	7/28/17
Statement of Equal Opportunity	The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.
Application Instructions	Please send resume and cover letter by email or mail. No phone calls please.
Contact Information	Email: trpjobs@resurrectionproject.org Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608