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MakingChange's mission is to empower individuals and families to achieve financial stability. We are currently seeking interested individuals to join our team for the following position:

### Program Coordinator, Financial Coaching

**Position Overview:** This position is responsible for providing financial coaching and coordinating a volunteer financial coaching program. The program matches individuals who identify a specific financial goal with a financial coach to develop strategies to achieve their goal. This part-time position reports to the Executive Director.

#### **Position Responsibilities:**

- Maintain program materials to include client intake, coaching tools and outcome reporting
- Meet with coaching clients during scheduled appointment times
- Coordinate with MakingChange programs and partners to attract coaching clients
- Recruit and train volunteer coaches as needed
- Collect and evaluate data to demonstrate client progress
- Other duties as may be assigned

#### **Position Qualifications:**

- Bachelor's degree from a four-year college or university is preferred
- Familiarity with financial concepts, financial services or social work experience
- Volunteer or work experience with a community or human services organization
- Willingness to work flexible hours, including some evenings or weekends, to meet client needs
- Proficient computer skills (i.e, Microsoft Word, Excel and Powerpoint, etc.) including online tools (i.e., Dropbox, Google Docs, Salesforce, etc.)
- Strong oral and written communication skills
- Ability to work with individuals in respectful and nonjudgmental manner
- Ability to work independently on multiple projects
- Professional certifications a plus
- Experience with social media a plus
- Proficiency or fluency in Spanish a plus

Please submit your resume to [info@makingchangecenter.org](mailto:info@makingchangecenter.org) for consideration.