

Financial Capability Specialist

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The **Financial Capability Specialist** is dedicated to helping low to moderate income families change financial behavior, build assets and become financially stable. Job responsibilities will include case management, one-on-one financial coaching, and financial education workshops that will allow participants to reach target goals including increasing credit score, budgeting, saving, utilization of quality financial services, and asset development. **This a part time role (20 hrs/wk), that will require the incumbent to be available to work a flexible schedule including evening and weekends as required.**

Responsibilities include:

- Provide one-on-one coaching to Savings and Credit Building Library Circles (SCBLC) participants.
- Assist participants with goal setting, budgeting, credit building, debt repayment, savings, utilization of quality financial services and products, asset development, and referral to certified benefits planners.
- Support financial literacy instructors/facilitators; substitute as needed.
- Present on asset building opportunities and financial capability skills at outreach sessions.
- In collaboration with Project Manager, monitor participant progress towards financial goals.
- Maintain files and data for all participants including financial well-being assessments, credit reports, appointment notes, and personalized action plans.
- Work collaboratively with Project Evaluator to ensure accurate data collection and timely reporting.
- In collaboration with Project Manager, identify, train, match, and monitor Cultural Navigators.
- Assist with recruitment, support and oversight of Financial Coaches
- Collaborate on financial literacy curriculum modifications and implementation.

- Adhere to all guidelines related to confidentiality with sensitive financial and personal information.
- All other duties as assigned.

Required:

- Minimum of Bachelor Degree in human services, community development, business, or related field.
- Fluency in English required and fluency in Spanish preferred.
- Proven financial services expertise; background in financial coaching, banking, asset development and/or a related economic development field.
- Demonstrated experience working with low-income individuals and families in the following areas: financial goal setting; budgeting; credit building and debt management; utilization of quality financial services; asset development; and public benefits support.
- Strong interpersonal skills with the ability to initiate, build, and continuously strengthen partnerships with a diverse population.
- Self-motivated, quick study, and able to work effectively with minimum of supervision.
- Computer literate with proficiency in Microsoft Excel, Word, Outlook, Adobe, and PowerPoint.
- Strong mathematical ability with exceptional reasoning, problem solving, and analytical skills, including an ability to translate ideas and concepts into clear actionable items.
- Effective written and verbal communication skills.
- Engaging public speaking skills.
- Demonstrated ability to work collaboratively with co-workers.
- Ability to maintain confidential information.
- Available to work a flexible work schedule, including evenings and weekends as required.

To Apply: Please email resume and cover letter to tap@hplct.org and reference “**Financial Capability Specialist**” in the subject line of your email. Resumes will only be accepted by email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library’s vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

Hiring Range: \$27.12 - \$30.82 per hour DOE

Hartford Public Library is an Equal Opportunity Employer.