

Immigrant Financial Capability Coach – Multiple Vacancies

The **Immigrant Financial Capability Coach** position is dedicated to connecting unbanked immigrant populations to mainstream financial institutions. Job responsibilities will include outreach and recruitment, financial coaching, and assisting with financial education workshops that will allow program participants to reach target financial goals, including increasing credit score, budgeting, saving, and asset development by the utilization of quality financial services.

Outreach and Recruitment

- Identifies venues to recruit unbanked program participants to meet grant quota deliverables
- Delivers a set quota of monthly presentations and/or poster sessions on banking assets building opportunity to target populations

Coaching and Retention

- Assists with the facilitation of the Savings and Credit Building Library Circles (SCBLC).
- Supports Financial Capability Specialist with participant goal setting and implementation.
- Monitors attendance and responds to any barriers to retention.

Data Management

- Assists in the collection and maintenance of files and data for participants including financial well-being assessments, credit reports, appointment notes and personalized action plans.

EDUCATION and EXPERIENCE/QUALIFICATIONS:

- Minimum of Bachelor Degree in human services, community development, business, or related field.
- Fluency in English required and fluency in Spanish and or other widely spoken language in the Hartford region.
- Demonstrated experience in financial services or related field.
- Demonstrated experience working with low-income immigrant individuals and families
- 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.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Immigrant Financial Capability Coach** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommend and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, they are not required at this time.

Hiring Range: \$23-25 DOE

Hartford Public Library is an Equal Opportunity Employer.