



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.

To Apply Click Here: <https://www.indeed.com/job/immigrant-financial-capability-coach-multiple-vacancies-d50248af8c337f09>

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: \$23-25 DOE

Hartford Public Library is an Equal Opportunity Employer.