



Full-Time Financial Coach:

An enthusiastic, creative, team-oriented professional is needed to execute the services, partnership agreements, and expectations of Stand By Me®, a coalition of community partners, which is designed to provide Delawareans with a personal financial coach and a toolkit for increasing financial stability and future economic opportunities. This candidate must have excellent communication skills, be proficient in researching, interpreting, and analyzing diverse data, and possess the ability to work cooperatively (with program officers) and independently to achieve stated goals. This candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use sound and independent judgment, and produce a quality work product within tight constraints. This is a full-time exempt position.

Education/Training:

- Bachelor's Degree in Business/Public Administration, Economics, Social/Human Services, or related field which has equipped applicant with the knowledge, skills, and abilities to perform the duties of the position.
- At least 2 years of experience in economic/community development, and/or social or human services
- Personal Financial Coaching certification a plus

Job Responsibilities:

- Oversee daily operations of coaching venue (site)
- Determine and assess needs for customers, staff, and venue (site)
- Coach, mentor, and motivate customers and team members
- Develop and cultivate relationships with customers, community partners, and volunteers
- Develop and deliver presentations including progress reports and proposals
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- Manage program database and outcomes measurement system, analyzing analyze data and writing reports
- Facilitate special projects (as needed)

Skills & Abilities:

- Excellent oral, written, and interpersonal skills
- Experience with program design, logic modeling, and/or evaluation
- Efficient time management skills in dealing with shifting, varied, and often competing demands
- Attention to detail and ability to balance multiple priorities
- Effective customer service skills
- Skilled in Microsoft Office

- Strong database management skills
- Solid working knowledge of the financial industry (including credit, lending, savings, and budgeting)
- Adept at conducting research into project-related challenges and products
- Proficient at applying new technologies

Salary/benefits:

Salary is commensurate with experience.

Conditions of Hire:

A satisfactory criminal background check is required as a condition of hire and valid driver's license.

How to Apply:

Please email cover letter and resume to jiliskiewicz@westendnh.org.

No calls please. This position is open until filled.