



## **Financial Coach**

### Job Description

#### **About ¡HICA!**

The Hispanic Interest Coalition of Alabama, ¡HICA!, is one of the most successful social impact organizations in Alabama and has been the major catalyst for the empowerment and economic progress of the Latino community for over 20 years. ¡HICA! is a non-profit organization with a successful track record of providing over 5,000 residents annually with quality services while advocating to local and state leaders for policies that improve the quality of life of all residents. ¡HICA! achieves its goals with its staff of 25 full time employees and works collaboratively with community partners and government agencies. Currently, ¡HICA! established an LLC, Camino Loan Fund, that will become a CDFI and has an initial goal of raising \$1M to deploy to small business owners. ¡HICA! operates community programming in the areas of women's leadership development and civic engagement, college and career readiness, and financial literacy and economic development. ¡HICA! is located in Birmingham, AL and has a \$2.25 million operating budget.

#### **Job Summary**

The Financial Coach will be responsible for working with low- and moderate- income households, focusing predominantly on the Latino community to increase financial capability education. ¡HICA!'s Financial Capability model includes workshops and one-on-one coaching specifically relating to safe banking and DISC (Debt, Income, Savings & Credit). This position will work closely with the Housing Counselor to provide financial capability services to families interested in becoming homeowners, as well as with the Community Economic Development program, Camino and all other ¡HICA!'s programs and staff.

**Reports to:** CED Program Manager

**Status:** Full-time, Exempt

**Location:** Birmingham, Alabama

#### **Related duties and responsibilities:**

- Provide accurate and relevant information in English and/or Spanish to assist clients with financial capability education and coaching
- Facilitate Welcome Orientation and Financial Education Workshops, in Spanish and/or English
- Assess clients' financial positions based on credit report, individual, and household budget reviews
- Work with clients to prepare financial capability plans based on recommended modified budget scenarios, public benefits, and financial product connections



- Assist clients with tax preparation and ITIN applications as needed
- Assist clients in preparing for other asset building services (business development and housing)
- Collect, input, and report timely and accurate programmatic client data
- Prepare workshop materials, mailings, fliers and other outreach and marketing materials for the Community Economic Development program
- Assist in refining existing curriculum and developing new curriculum
- Represent the organization in various community forums and advocate for asset building opportunities in Alabama
- Work collaboratively with program manager to gather data for funder reports and assist with funding and grant writing efforts as requested.

**Qualifications:**

- Minimum of bachelor's degree, or equivalent experience required, nonprofit experience a plus.
- 2-3 years of financial coaching experience required. Financial Coaching certification a plus.
- Spanish and English fluency required. Must be able to read and write in both.
- Proficient in MS Office, (Excel, Access, Word, etc.)
- Excellent verbal communication, presentation skills, and customer service
- Professional or personal experience working with low and moderate income and immigrant communities required
- Excellent writing and computer skills including word processing and use of database systems.
- Strong interpersonal skills required
- Personal financial education and coaching experience in an integrated services setting preferred.
- Must be available to work outside regular business hours (evenings and weekends)
- Previous experience in a VITA Site a plus
- Use of collaborative and facilitative approach and flexibility to work with a broad range of cultures, personalities, and work styles
- Commitment to community development, helping low-income communities of color, strong work ethic, and understanding of non-profit business models
- Professional demeanor and willingness to cooperatively participate on a team in a mission-based organization
- Ability to demonstrate the greatest level of flexibility in an environment with frequently changing priorities

**Compensation:**

Competitive annual salary range of \$37K-\$38K based on experience and qualifications plus excellent benefits package that includes Blue Cross Blue Shield Health and Dental (Vision optional) paid at 100%, 3 weeks PTO, 12 paid holidays, 2 weeks closure at end of year, and 403(b) Retirement Plan with 3% company match after one year of service.



**How to Apply:**

Send resume and cover letter to Johanna Alvarez at [hr@hicaalabama.org](mailto:hr@hicaalabama.org)

**COVID-19 Policy Statement:**

Effective now, ¡HICA! has implemented a mandatory vaccination policy requiring COVID-19 vaccination(s) for all staff members. To create an environment free of infection/transmission of disease and to protect our employees, constituents and the community from Sars-Cov-2 (COVID-19) infection, ¡HICA! is requiring mandatory immunization of all employees. Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form and submit the form to the human resources department at [hr@hicaalabama.org](mailto:hr@hicaalabama.org).

**¡HICA! is an Equal Opportunity Employer**

*The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.*