



## **Job Announcement**

### **Position-** Financial Literacy Education Counselor (Part-Time)

The Cypress Hills Local Development Corporation (CHLDC) is a not-for-profit community development organization, serving 8,000 individuals a year with high quality housing counseling & development, economic development, community organizing and youth and family services programs.

### **Responsibilities:**

Provide one-on-one financial counseling/coaching to program participants; and assist clients to define short and long term financial goals

Develop action plans to overcome obstacles and address financial goals such as: credit repair, building savings, improving money management skills, retirement investing, college savings accounts, homeownership and other financial matters.

Work with clients to complete a detailed financial assessment, involving budgeting, credit building, as well as strategizing on appropriate tools for increasing net worth, and documenting client's growth

Serve as a resource to help clients achieve their goals

Develop familiarity with other services offered by Cypress Hills L.D.C and connect clients to those services

Manage time efficiently

Use Counselor Max online and excel spreadsheets to track and draft reports of counseling and participant activity, monitoring progress and reporting to funders and agency's Board of Directors

Coordinate and conduct educational/outreach workshops

Foster relationships with local lenders and community organizations. In partnership with local lenders, assist in identifying products and services that benefit the community.

Perform other duties as assigned.

### **Qualifications:**

B.S in Business or related field, 3-5 years of relevant work experience and/or equivalent work/educational experience, excellent communication skills, familiar with MS office applications, bilingual English/Spanish required

Salary: Part-time 20 hrs. per week, \$19.00 - \$25.00 per hour

To apply please forward resumes to Rene Arlain email [renea@cypresshills.org](mailto:renea@cypresshills.org)

Cypress Hill L.D.C is an equal opportunity employer