



## EAST LA COMMUNITY CORPORATION

### Financial Coach – Housing Counselor

Job Description

Full-time Non-Exempt Position

**Organizational Background:** Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over the 25-year history of ELACC, we have leveraged over \$259 million in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 2,900 people.

**About the Position:** ELACC seeks an individual who is passionate about helping others to work with low-to-moderate income clients strengthen their financial behaviors, build their assets, and become financially stable. They will have experience working with diverse communities and understands the experiences of immigrant and low-to-moderate income individuals to provide clients with coaching to reach their financial goals. The Financial Coach & Housing Counselor will gain a comprehensive understanding of the client's financial situation, identify the client's needs and goals, provide financial education to clients individually and in group settings, and develop with the clients an individualized financial sustainability plan. They should have experience working with low to moderate income clients, providing one-on-one financial coaching, training in homebuyer, post-purchase, and tax preparation. Data management is an essential component of the position by ensuring client files are confidentially maintained, updated and in compliance with funder and government policies. The Financial Coach & Housing Counselor builds relationships with community partners by presenting on ELACC's Community Wealth & Services programs. The qualified individual understands the HUD Housing Counseling certification requirements and must be HUD certified within 6 months of employment. They will be part of ELACC's Community Wealth & Services department and report to the Director of Community Wealth & Services. During tax season, they will assist with ELACC's free tax preparation site, VITA.

The Financial Coach & Housing Counselor is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization mission and vision.

#### **Duties and Responsibilities:**

- Provide clients with Housing and Financial Counseling in English and Spanish
- Engage with clients to gain a comprehensive understanding of their financial situation and needs
- Work with clients to set financial goals and financial sustainability plans
- Support clients in accessing financial resources and utilizing financial tools
- Provide individual financial education to clients and in group settings
- Maintain accurate client and group coaching data, including attendance rosters, evaluations, coaching notes, and client engagement
- Ensure files and practices are completed and in compliance with funder and government policies
- Be available, as needed, to work weekends and evenings
- Provide tax preparation service
- Become and maintain HUD certification through continuous education
- Establish and maintain working relationships with financial institutions
- Maintain a working knowledge of in-house and community resources

- Conduct outreach and case management
- Oversee the social lending program
- Facilitate financial workshops
- Represent ELACC at work involved events and peer to peer networks by holding ELACC's mission, vision, and values
- Support the Community Wealth & Services department on other duties as directed by the department Director.

**Required Experience and Skills:**

Candidates should hold the following qualifications, skills, and experience.

- Bachelor's degree preferred; Associate degree with related work experience will be considered
- Knowledge in the following:
  - Coaching model techniques
  - Housing, foreclosure, and/or rental financial resources
  - Tax preparation
- Must be HUD certified and pass the HUD certification exam within 6 months of employment (Housing Counseling)
- Proficient computer skills - knowledge of Microsoft Office Word, Excel, PowerPoint, Outlook and internet research
- Proven ability to enter data into client management system
- Professional demeanor and networking skills
- Excellent case management skills
- Fully fluent in Spanish and English-speak, read and write
- Excellent customer service, organizational, interpersonal, oral and written communication skills
- Attention to detail and have accuracy in daily work
- Demonstrated ability to prioritize and meet communicated schedules and deadlines
- Ability to handle confidential information
- Demonstrated ability to work independently, and as part of a team
- Strong interpersonal and communication skills
- Excellent organizational skills and highly motivated
- Must have reliable transportation with valid insurance
- Genuine interest and passion for ELACC issues and priorities
- Demonstrated understanding of intersection of racism and poverty

**Compensation:** Competitive salary based on qualifications and experience. This is a full-time non-exempt position with a competitive benefits package that includes health, dental, retirement, life and disability insurance.

**ELACC is an Equal Opportunity Employer**

Email cover letter and resume to:

Director of Human Resources at [jobopportunities@elacc.org](mailto:jobopportunities@elacc.org)

[www.elacc.org](http://www.elacc.org)

Position open until filled