

Asset Building Specialist & Community Financial Educator

Job Status: Full Time, Non-Exempt

Job Site: Position based in Corvallis, with occasional travel across Linn, Benton, and Lincoln Counties

Job Salary: Salary commensurate with experience (\$36,670-\$47,330); plus Benefits

Supervisor: Homeownership Center Manager

Language skills: Bilingual English/Spanish Preferred. *Applicants for Bilingual positions must be fluent in English and Spanish as demonstrated by excellent interpersonal, written and oral communication skills.*

Purpose of Position:

Willamette Neighborhood Housing Services (WNHS) provides a full spectrum of services to help low- to moderate-income individuals and families gain financial stability, build assets, and achieve housing, health, and financial equity.

The Asset Building Specialist & Community Financial Educator position is responsible for providing individual consultations to participants in a wide range of financial literacy programs. As an Asset Building Specialist, you will work with clients who are often living in poverty, are un- or under- banked, and routinely access social/emergency services. As their financial counselor, you will help them identify their financial goals, better understand their current financial situation, and develop an action plan to reach their goals. This position provides coaching and encouragement for clients, and provide the knowledge and tools to help them move forward. The Asset Building Specialist's work aims to help each client achieve the financial stability necessary to advance to a traditional asset building goal.

In addition to individual consultations, this position is responsible for providing top-quality group education in a wide range of financial literacy and first-time homebuyer programs. Most WNHS classes are targeted for low- to moderate-income adults, but we also teach classes for at risk youth and other economically vulnerable populations (e.g. domestic violence survivors). Classes are typically fewer than 25 participants and are taught in a variety of formats depending on the target audience and the content. Classes are frequently taught or co-taught by volunteer guest instructors from relevant industries (lenders, realtors, financial planners).

Essential Duties:

Direct Service:

- Provide one-on-one financial consultations, including budget counseling, analysis of credit and credit repair plan, explanation of debt ratios and debt repayment, creation of an action plan, referrals to other programs and services
- Provide top-quality, dynamic adult education for general audiences and unique client populations; utilize tactics that appeal to different learning styles, ages, experience and confidence levels
- Coordinate and conduct classes in first time home buying, financial literacy, and other WNHS sponsored group education efforts

- Cultivate, train and manage volunteer guest instructors
- Compile and maintain complete and accurate client and class files (both paper and electronic)
- Support team in curriculum development, evaluation, and revision to ensure best quality curriculum
- Maintain a high level (and constantly improving) level of expertise about financial literacy, service delivery best practices, research findings, culture of poverty issues and other areas of knowledge necessary to ensure the highest level of education and counseling excellence; share expertise with other WNHS staff
- Identify issues and trends effecting pre-asset clients, and communicate your observations (as well as potential program updates/changes) to the Director of Asset Building Programs for strategic planning purposes
- Work effectively with and respond to people from diverse cultures or backgrounds
- Assist OpportunityWorks team in creating culturally supportive learning environments
- Provide language-appropriate instruction, counseling, and translation as needed (*Bilingual Counselors only*)
- Assists the Homeownership Center Manager and WNHS team with special projects as assigned and other tasks necessary to achieve the overall goals of the Homeownership Center.

Requirements (Knowledge, Skills and Abilities):

Technical Knowledge and Skills:

- Bachelor's Degree required; relevant experience may be substituted for a degree
- Experience in lending, credit, financial planning or homeownership issues helpful
- Excellent oral and written communication skills including the ability to speak in public before groups of people. The ideal candidate will have the bi-lingual and bi-cultural skills needed to serve diverse populations, although these skills are not a minimum requirement.
- Proficient in Microsoft Office suite applications including Word, Excel, and Outlook
- Must be proficient in basic math functions, including ratios, fractions and percentages
- Ability to travel within counties we serve using own transportation. Valid driver license and insurance required.

- Ability to work a flexible schedule including weekends and evenings as program delivery dictates
- Ability to pass a satisfactory criminal background check.

Emotional Intelligence/Soft Skills:

- Ability to learn and understand our organization's mission, and your role in furthering that mission.
- Ability to develop and maintain a cooperative and team-oriented working relationship with a wide range of people, including other employees, real estate professionals, financial institutions, local government officials, volunteers, and others.
- Ability to work independently and make critical decisions in the field.
- Commitment to economic justice issues; willingness to strive for an ever-increasing level of knowledge and expertise about how to help low income individuals achieve stability and build assets. Ability to work with people from diverse backgrounds
- Ability to work under pressure, maintain a sense of humor in a high stress environment, manage a busy workload efficiently, and balance competing deadlines and priorities
- Willingness and ability to adapt quickly as program needs evolve; commitment advocating for innovation and systemic improvement to reach better results for clients
- Ability to maintain equal levels of professionalism, compassion, encouragement, and boundaries while helping vulnerable clients
- Ability to work independently within a flexible work structure and to contribute as a valuable member of an integrated team

Supervision exercised Supervision of other employees is not a responsibility of this position; however, this position will coordinate and supervise the activities of agency volunteers and interns.

To Apply: Send resume and cover letter describing qualifications for the position to Kym O'Hare (info@w-nhs.org). Position Open until filled, preference given for materials received by 11/22/18. No phone calls please.