



## CAREER OPPORTUNITY

**Job Title:** Financial Wellness Coordinator  
**Status:** Hourly/Non-Exempt; Regular; Full-time  
**Reports To:** Director of Adult Education and Training  
**Location:** 1834 Emerson Ave N, Mpls, MN 55411

### ABOUT EMERGE

Our mission is to reveal the potential in people and communities through skill building, employment and economic opportunity. We envision a world where all people have an opportunity to EMERGE and thrive. At EMERGE, we are committed to revealing the potential in people and giving them the tools they need to not only gain employment but also receive proper training to establish careers.

### Position Summary

EMERGE is seeking a talented individual to coordinate the activities of the Financial Wellness Department, supervise Financial Wellness Coaches, program volunteers, and AmeriCorps members (as needed), ensure program compliance and departmental outcomes are met, and maintain a limited caseload of Financial Wellness participants. Facilitation of financial wellness education classes may be required. This position is also responsible for conducting data entry, reporting and evaluation, and other administrative tasks to ensure compliance with agency and funder guidelines. Additionally, the Coordinator will maintain effective, outcomes-driven relationships with participants and community partners to promote the delivery and expansion of financial wellness services at EMERGE.

### General Responsibilities

Assist staff and volunteers in ensuring core goals of the financial wellness department are met: budgeting, building credit, reducing debt; increasing net worth and net income; move from being unbanked to being banked; conducting income support screenings and providing clients with access to government assistance programs; providing community referrals for financial goals outside the scope of the EMERGE financial wellness program such as homeownership and small business development

Supervise, train, and onboard financial wellness staff and volunteers

Ensure programmatic and contract compliance across all financial wellness services

Assist Director in compiling funder reports and submitting grant applications

Maintain and update program curriculum and marketing materials

Maintain a limited caseload and provide direct coaching and case management support

### Qualifications

BA/BS in Business Mgmt, Business Admin, Human Services, Social Work or related field and/or equivalent work exp

Four Cornerstones of Financial Education and/or U of MN Financial Educator certification preferred

3+ years of relevant work experience in the financial services or financial coaching field

2+ years of experience in supervision

Experience with group facilitation and knowledge of coaching methodologies and financial products

Experience recruiting and managing volunteers

Ability to effectively train others in the financial wellness coaching model

Familiarity with workforce programming including employment, reentry post incarceration, career laddering, MN Family Investment Program (MFIP), and career credentialed training

Ability to lead and facilitate individual meetings, group workshops, orientations, and trainings; skilled in conducting assessments and training others to administer them

Advanced MS Office skills and ability to navigate multiple internal and external databases and keep accurate, detailed and complete records

Excellent verbal and written communication skills. Must be able to work respectfully and effectively with diverse cultures, groups and languages

Ability to work a flexible schedule that may include occasional evening/weekend hours

Valid MN Drivers' License, access to reliable transportation, and ability to meet agency's driving requirements

### How to Apply

Please send resumes and cover letters to:  
[humanresources@EMERGE-mn.org](mailto:humanresources@EMERGE-mn.org)

Only qualified individuals being considered will be contacted for an interview.

EMERGE - Administrative Offices  
1179 15<sup>th</sup> Ave SE, Minneapolis, MN 55414

[www.EMERGE-mn.org](http://www.EMERGE-mn.org)

EMERGE is an Affirmative Action/Equal Opportunity Employer