



# Financial Coach

Volunteer Position Description

## *Position & Responsibilities*

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### **Role Summary**

Financial Education Coaches meet with Tubman clients in one-on-one sessions, guiding clients towards increased financial literacy and empowering them to move towards financial stability. Using professional tools and training, they provide coaching on topics such as financial goal setting, banking, budgeting, credit and debt management. Hybrid work option available.

### **Impact & Benefits**

- Provide resources and information to support clients as they work towards their financial goals
- Use professional expertise to empower clients to develop money management skills
- Gain direct service experience working one-on-one with clients

### **Position Responsibilities**

- Problem solve with clients to meet their financial goals and pressing needs.
- Guide and advise clients in financial goal setting and developing financial skills
- Connect clients with appropriate resources
- Collaborate with your team to provide coordinated services to clients, maintaining confidentiality

## *Qualifications & Expectations*

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### **Position Qualifications**

- Knowledge and expertise with personal finance and money management topics such as banking, budgeting, and debt management
- Ability and willingness to listen actively and respond appropriately to clients concerns, awareness of issues affecting Tubman clients and their families
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Familiarity with government assistance programs preferred

### **Time Commitment & Availability**

- 2-3 hours once a month, minimum year commitment preferred
- Attend one team meeting a month

### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training
- Supervision provided by the Jobs, Education, and Finance Coordinator

## *Organization*

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Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. [www.tubman.org](http://www.tubman.org)

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.