

Big Sandy Area Community Action Program is looking for a Financial Coach to join our team and provide important outreach services to our community.

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**Position Summary:** Primarily responsible for providing counseling concerning household financial issues affecting low income individuals and families. This position would begin as a telecommuting position, but will transition to working on site.

**Job duties and details:**

- Creating comprehensive plans and goals for long term client financial success including monthly budgets, asset building for disaster preparedness, and forecasting future needs.
- Researching opportunities and eligibility for client financial services such as low income loans and available benefits.
- Providing advocacy services for clients by contacting internal/external resources and facilitating service provision.
- Recruiting individuals for program participation, workshops, community meetings, and surveys.
- Assisting clients in the development of problem-solving skills through individual counseling and group workshops.
- Completing participant records to include eligibility documents, assessment forms, information and referral logs, surveys, and other records as assigned.
- Utilizing various methods of technology to provide clients services and communication.

**Qualifications:**

- Associate's degree in Business, Human Services, or related field preferred
- Experience in financial services
- Sensitivity to the needs of low-income families
- Ability to analyze data and generate reports
- Ability to manage multiple projects while meeting deadlines
- Valid driver's license and access to an automobile.
- Hire subject to policies on background check and drug screening.

**Minimum Telecommuting Requirement:**

- A Windows 10 computer or laptop with automatic updates enabled and anti-virus software
- Internet Access
  - Minimum upload speed of 3Mbps/Minimum download speed of 10 Mbps

**Starting Salary**

\$10.50 per hour

**Benefits**

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky Retirement (CERS)
- Generous paid time off, including 13 paid holidays
- Mileage reimbursement for required travel

**Qualified applicants may submit resume or application to:  
BSACAP, ATTN: HR Manager, 230 Court St, Paintsville, KY 41240.  
Closing date for applications is September 25, 2020**

*Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals. This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act and the U.S. Department of Health and Human Services. This position is funded by the CARES Act.*

