



## Position Description: Financial Opportunities Coordinator

Status:	Full-time, Nonexempt
Starting Compensation:	\$48,000
Paid Time Off:	Accrual begins at 5 weeks annually in addition to at least 10 paid holidays
Reports to:	Safety Net Director
To apply:	Email interest statement, résumé, and references to <a href="mailto:stephanien@takoda.org">stephanien@takoda.org</a> .

### Summary

This position is responsible for connecting low-wealth individuals to opportunities that result in financial stability and success. This may include providing financial coaching, screening and assisting with applications for public benefits, and connecting to career development programming. Individuals accessing these services may experience multiple barriers, therefore this position requires compassion, collaboration, and the ability to provide excellent customer service.

### Duties & Responsibilities

- In partnership with the Safety Net Director, create and integrate a [Financial Opportunity Center](#) (FOC) model into American Indian OIC's programs and operations
- Provide individual financial coaching and connection to opportunities that result in economic advancement
- Identify and coordinate outreach events and opportunities that connect with the communities served by American Indian OIC
- Conduct family financial assessments and motivational interviewing to inspire participants to define and achieve goals.
- Support participants in accessing credit-building financial products, obtaining credit reports and remediating any defaults/judgments
- Coordinate/facilitate group financial wellness trainings on topics relevant to participant need
- Provide participants with eligibility screening and application assistance for public benefits programs like the Supplemental Nutrition Assistance Program (SNAP)
- Participate in team meetings to improve client progress and achieve program/agency outcomes.
- Utilize Salesforce and other databases to ensure activities are tracked in real-time
- Attend trainings, workshops, and events as designated by supervisor and/or employee development plan
- Work with the External Relations department to promote program and client successes

*This should not be considered a comprehensive list of job duties and responsibilities and the scope of the position may reasonably change as necessitated by organizational needs.*

## Qualifications

### Required

- Experience and competency working with diverse populations
- Strong verbal and written communication skills
- Ability to create a welcoming, trusting, and professional atmosphere for participants and team members
- Strong time management skills and a flexible/adaptable approach to work and ability to multi-task and prioritize
- Proficiency using a personal computer and Microsoft Office/Office 365 and the ability to enter data accurately
- Ability to follow privacy and confidentiality policies
- Ability to work both independently and as part of a team
- Strong organizational skills and ability to meet deadlines and program outcomes

### Preferred

- Understanding of Minnesota's Indigenous communities, cultures, and practices
- Associates degree with 2 years of professional experience, or 2 years of previous personal finance or case management experience
- Salesforce proficiency or ability to learn
- Understanding of financial stability and/or human services programming and ability to align eligibility requirements and needs with appropriate resources

## Physical Demands & Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job and are characteristics of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to sit for long periods. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color. The noise level in the work environment is usually moderate.

American Indian OIC is a culturally rich environment and follows a business casual dress code.

## Compensation & Status

The Financial Opportunity Coordinator is a full-time, nonexempt position, with compensation starting at \$23.07 per hour. American Indian OIC's office hours are Monday-Friday from 8:30am-4:30pm, however weekend and evening hours may be required occasionally. The position qualifies for medical, dental, and retirement benefits. Up to five weeks of paid time off can be accrued during the first year of employment with increases in subsequent years. American Indian OIC also offers at least ten paid holidays annually. Free onsite parking is available, and the campus is easily accessible by bike, bus, and light rail.

## Application Process

Promptly submit a résumé, cover letter, and references to the director of safety net at [stephanien@takoda.org](mailto:stephanien@takoda.org)

## **About American Indian OIC**

American Indian OIC (AIOIC) was established in 1979 to address the education and employment disparities faced by Native American families living in and around South Minneapolis. The organization was founded as a career counseling provider, but now offers multi-faceted education and workforce development services through its alternative high school, Adult Basic Education program, job training center, and career counseling services. The goal of these programs is to give people the foundational education and support needed to pursue meaningful career opportunities. Although it was founded to serve people of Native descent, most of AIOIC's programs are open to anyone regardless of race, creed, gender, religion, age, or sexual orientation.

*American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin, or sex in violation of the Title VII. AIOIC prohibits discrimination against employees or applicants for employment on any legally recognized basis ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, or any other protected class under federal, state, or local law.*