

FINANCIAL COACH

MONEY MENTORS VOLUNTEER POSITION DESCRIPTION



Financial coaching is a personalized process that helps participants take action to reach their financial goals. Financial coaches don't offer direct advice on financial issues; instead they offer support, resources, and encouragement to guide participants to their own answers. The key roles of a financial coach are to empower and hold participants accountable for their financial decisions and actions and to focus on behavior change while recognizing the material, mental, and emotional challenges that go along with tackling financial goals.

Financial coaches are trained on coaching techniques and financial topics. Then, they meet one-on-one with low- to moderate-income individuals to assist in developing the skills needed to increase long-term financial capability. (Note: Volunteers are to refrain from soliciting clients or selling products.)

P+P values a diverse and equitable work environment. Black, Indigenous, and people of color (BIPOC), individuals with disabilities, LGBTQIA-identified, and/or anyone with lived experiences similar to program participants are encouraged to apply. A limited number of stipends are available to offset the time spent in training.

ROLE AND RESPONSIBILITIES

- Help participants gain clarity and establish their financial goals
- Work with participants one-on-one to boost savings, manage spending, reduce/eliminate debt, and/or improve credit
- Respect financial decisions and goals, confidentiality and privacy
- Collect program data to track participants' progress in reaching their financial goals
- Participate in group sessions with other coaches to develop skills and learn about coaching tools and resources

SKILLS REQUIRED

- Ability to respect participants' financial decisions and actions without judgement or giving advice
- Empathy and understanding of the financial challenges facing diverse low- to moderate-income individuals
- Demonstrated understanding of income and wealth gaps (specifically the impact of economics, race, and gender), and under-resourced + inequitable communities
- Basic understanding of financial topics including saving, budgeting, debt, and credit
- Comfortable working in a racially, ethnically, and socio-economically diverse environment
- Computer proficient with access to email and ability to communicate with participant occasionally outside of program times through email, phone, and/or text

COMMITMENT AND TIMELINE

May + June 2021

Submit your application at prepareandprosper.org/volunteer.
Interview to follow.

July + August 2021

Complete 20 hours of training. Trainings will be a combination of virtual (via Zoom) and socially distant, in-person sessions.*

September 2021 through August 2022

- Volunteers commit to approximately eight (8) hours per month.
- Coaches will work with up to four (4) participants per month and participate in ongoing coach training and group sessions.*
- Money Mentors is a participant-centered program. Coaches will work directly with their participants to determine meeting schedule and format (virtual and/or in-person).*

Location

Money Mentors will include a combination of virtual (via Zoom) and socially distant, in-person sessions. In-person sessions will be held at the P+P office in Saint Paul.*

Questions?

Email volunteer@prepareandprosper.org.

*P+P is committed to the health and safety of our staff, volunteers, and community. All in-person activities will proceed under permission from the CDC and MDH and with sufficient vaccinations of the general population.

