



## **Seasonal Position: Bilingual Financial Outreach Specialist**

### **Description**

Foundation Communities (FC) is a non-profit affordable housing provider. In addition to housing, FC offers a variety of financial programs that help low-income individuals and families attain and maintain financial stability. Our financial programs serve more than 30,000 people per year.

Through a partnership with the Mexican Consulate in Austin, FC is launching a Ventanilla de Atencion Financiera. At the Ventanilla, trained FC staff and volunteers will provide financial guidance and advice at the Consulate every week from July to December 2017. The Financial Outreach Specialist will staff the Ventanilla, providing bilingual financial information related to debt, credit, budgeting, saving, taxes, planning, and more. The Program Specialist will also make referrals to resources available at FC's Community Financial Centers and through the Mexican Government, and will conduct general outreach in the community for the financial programs.

### **Responsibilities**

- Provide culturally and linguistically appropriate financial and educational advice to clients in a one-on-one setting
- Conduct community presentations and workshops on financial topics
- Develop knowledge about financial topics relevant to Mexican nationals
- Stay informed of new programs, tools, and resources to share with clients
- Conduct outreach to partner organizations and prospective clients about all the financial programs offered at the Community Financial Centers (including free tax preparation, health insurance enrollment, financial coaching, and college support services)
- Help clients sign up for services offered at the Community Financial Centers
- Collect information from clients to assist with data reporting
- Produce monthly program reports for internal and external use
- Other duties as assigned

### **Qualifications:**

- Bilingual (English/Spanish)
- Excellent communication skills in both English and Spanish (oral, written, and public speaking)
- Extensive financial knowledge on credit, debt, banking, taxes, and budgeting

### **Position Information:**

This is a full-time (40 hour/week) seasonal position consisting of daytime, evening, and Saturday hours. Travel between sites is necessary.

### **To Apply:**

Please send a cover letter, three references, and resume to [resumes@foundcom.org](mailto:resumes@foundcom.org). Be sure to include the position for which you are applying in the subject line and body of your email. No phone calls or in-person visits, please.

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.*