

**Job Title: Bi-lingual Community and Financial Empowerment Specialist (CFES)**

**Position Location: Charlottesville, Virginia**

**Reports to: Bi-lingual Financial Empowerment Manager**

**Employment Type: Full-time, Exempt-Professional, Salaried. Includes regular evenings and some weekends.**

Organizational Background:

Habitat for Humanity of Greater Charlottesville is a non-profit organization that brings people together to build and rebuild homes and communities, so that everyone in Charlottesville can have a decent place to live. We are deeply committed to working in respectful partnership with community members to support healthy neighborhoods.

Overview:

The Community and Financial Empowerment Specialist (CFES) will be part of Habitat's Department of Family and Community Partnerships, which works in partnership with local residents, community leaders and organizations to build strong, healthy neighborhoods and pathways to affordable homeownership. The CFES will provide direct support for Habitat families including outreach, one-on-one financial coaching, housing counseling, and connection to community resources. This position will also be facilitating group meetings on various topics including community building, financial skill building and homebuyer education.

Necessary Skills:

- **Bilingual fluency required: English and Spanish**
- Ability to learn quickly and take initiative with limited direction while functioning within a collaborative, team environment
- Ability to remain positive and focused in a constantly changing environment
- 1-3 years of experience working with similar low-income, diverse populations - performing community outreach, or working in a social services/non-profit setting
- Ability to build strong relationships with community members guided by deep respect for them as equal partners who need space to exercise their own agency
- Comfortable working independently with strong initiative
- Aware of and sensitive to a diversity of cultures, life experience, power/privilege and backgrounds
- Experience in facilitating adult education groups and/or developing curriculum
- Interest in mentoring and/or coaching
- A strong understanding of personal finances, particularly in the areas of budgeting, asset building, and credit building
- Ability to manage confidential materials
- Strong computer skills including email, internet use, Word, Excel and use of the Google Suite
- Flexibility to work some regular evening hours and some weekends

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- Driver's license and insurable driving record

Things you will learn and do in this position:

- Provide one-on-one financial coaching to families and individuals with a client-centered, strength-based approach towards their financial goals
- Conduct financial assessments and work with families to build a holistic plan of action that address barriers to financial stability
- Work with individuals to document a budget and build a spending/savings plan that supports their goals and values
- Support Habitat families in their transition to homeownership which may include neighborhood conflict-resolution, school transitions, and budgeting adjustments
- Provide Spanish translation and/or interpretation services during community meetings to promote language justice and inclusivity within our organization
- Access credit reports/scores and provide strategies for improving credit
- Provide direct services as well as referrals to community resources
- Assist in the development and facilitation of community meetings
- Become a HUD certified financial coach (must take and pass exam within first 3 months of employment)
- Understand services and resources offered in the community, such as employment services, educational enrichment programming, and other resources related to improving quality of life
- Use Outcome Tracker, a client management system, to document and report on client outcomes accurately and in a timely manner

*Habitat for Humanity of Greater Charlottesville is an equal opportunity employer. Women, minorities, and people with disabilities are encouraged to apply. If you are asked to interview and require modifications, please let us know.*

Please send a full resume and detailed cover letter by email to Kathleen Baines, Office + Human Resources Coordinator at [kbaines@cvillehabitat.org](mailto:kbaines@cvillehabitat.org). No telephone calls, please. Applications will be accepted until an outstanding candidate is identified.