



**Job Title:** Financial Literacy Specialist (Bilingual - English/Spanish Strongly Preferred)

**Position Type:** Part-Time or Fulltime (Temporary) 20hr-40hrs

**Location:** Hybrid

#### **About HMC:**

Established in 1994, the Hispanic Metropolitan Chamber (HMC) is dedicated to supporting the economic advancement of Latinos in Oregon and SW Washington. Our mission is to empower entrepreneurs, facilitate access to education, and nurture emerging leaders to succeed in their careers and communities.

#### **About the Role:**

We are seeking a knowledgeable and compassionate **Financial Coach** to provide **one-on-one assistance** and **bi-monthly online workshops** to individuals and small businesses. This **temporary position (March – July)** offers the opportunity to empower clients with financial literacy, budgeting strategies, and business financial planning. The coach will also collaborate with other organizations and report on program outcomes.

Success in this role requires a collaborative approach to coaching, tailoring support to individual goals, and understanding the importance of saving for long-term stability, generational wealth, and economic growth. The ideal candidate will embrace empathy and trauma-informed practices while working to address systemic barriers.

#### **Responsibilities:**

- Provide **personalized financial coaching** to individuals and businesses through virtual and/or in-person sessions.
- Conduct **online workshops** on financial management, budgeting, debt reduction, and business finance using a variety of teaching methods to ensure that educational content is accessible and effective for adult learners with varying learning styles.
- An ability to analyze peoples' financial picture, translate those findings into useful information and co-develop pathways towards money-related goals and action steps.
- Track client progress and provide follow-up support as needed.
- Collaborate with partner organizations to share resources and enhance program impact.
- Maintain accurate records and provide reports on coaching sessions and workshop outcomes.
- Provide support for Financial Literacy Summit event.
- Assist in event logistics, including venue coordination, setup, and materials preparation.

**Qualifications:**

- Extensive experience in bookkeeping, tax preparation, financial coaching, financial planning, or business finance.
- Experience working with a diverse range of individuals from different backgrounds, including those from different racial, gender, immigration, and socioeconomic status backgrounds, for at least one year.
- Demonstrated ability to manage and navigate multiple tasks with competing deadlines while collaborating with both internal and external stakeholders to ensure timely completion and successful outcomes.
- Strong knowledge of personal and business financial management.
- Excellent communication and coaching skills, with a client-centered approach.
- Ability to work independently and collaborate with external organizations.
- Proficiency in virtual workshop platforms (Zoom, Google Meet, etc.).

**Schedule & Compensation:**

- **Part-time or Full-time, temporary position** from **March – July** (flexible hours).
- Competitive hourly rate based on experience \$30-\$55

If you're passionate about helping individuals and businesses achieve financial stability and growth, we'd love to hear from you!

**How to Apply:**

Please submit a resume and cover letter explaining your interest in the position to Nicole Leon at [nleon@hmccoregon.com](mailto:nleon@hmccoregon.com)

**Equal Opportunity Employer Statement**

We are an **equal opportunity employer** and are committed to building an inclusive and diverse team. We do not discriminate based on race, color, religion, gender, sexual orientation, national origin, disability, veteran status, or any other protected status under applicable laws. We strongly encourage individuals from underrepresented communities to apply.

If you require special assistance in completing your application, please call 503-222-0280