



Job Title: Financial Capabilities & Housing Coach

Reports to: Director of Wealth Development

Job Type: Full-Time

Salary Range: \$45,000 - \$55,000

Number of hires for this role: 1

About the Urban League Twin Cities (ULTC)

For more than 90 years, Minnesotans have looked to the Urban League as a source of strength in the community. From employment to education to engagement, the Urban League seeks to help African descendants strive for and achieve economic empowerment and self-sufficiency to build wealth that can be passed down from generation to generation.

We envision a future in which African descendants can be fully engaged, empowered and invested in the success and well-being of the Twin Cities metro area. The Urban League understands that the cultural heritage and assets of people of African descent are a rich resource of creativity, power and beauty.

We believe that a strong and systemic change is needed to transform our communities. The Urban League plays a vital role as advocate and thought leader for issues affecting African descendants in the Twin Cities.

About the Position

The Wealth Development department provides housing and financial counseling services with a focus on financial stabilization, asset creation, and generational wealth. African Americans are disproportionately represented among unhoused and housing insecure persons in the Twin Cities Metro Area. The goal of the department is to successfully run financial and housing programs in the context of severe disparities among the worst in the nation between Blacks and whites in wealth, homeownership, income, and employment. The Financial Capabilities & Housing Coach is responsible for financial coaching and housing counseling services in homeownership, rental, homelessness prevention and asset creation. This person ensures program information and deliverables are completed efficiently and effectively conveyed. The Financial Capabilities & Housing Coach must be HUD certified or able to pass HUD certification.

Primary Duties and Responsibilities:

- Facilitate homebuyer education workshops in collaboration with real estate financial industry experts
- Provide 1-on-1 client coaching, in the areas of budget creation, credit building and financial goal setting
- Connect clients with resources in and services to meet specific housing and/or financial needs
- Participate in community outreach activities
- Capture client data in compliance with grant reporting guidelines
- compile and submit periodic reports to grant funders

Experience & Qualifications

- Must have High School Diploma or GED

- At least 1 year experience in housing and/or financial industry, preferred
- At least 1 year customer service experience
- Knowledge of computer systems, including but not limited to Microsoft Office
- Demonstrates relevant knowledge, skills, experience and ability to effectively implement program activities and achieve outcomes
- Demonstrated knowledge of housing and financial resources and services provided in the TC metro area
- Organized, detail-oriented, and collaborative
- Highly developed ethics, integrity, and emotional intelligence
- Strong communication skills – in both oral and written form
- Ability to work independently and as part of a team
- Personal commitment to working with people of diverse racial and socioeconomic backgrounds and demonstrated experience to that personal commitment

Benefits

- 401(k)
- Health insurance (Medical & Dental)
- Paid time off
- Vacation and holiday paid time off
- Professional development assistance

NOTE: A waiting period may apply for some benefits.

Work location/Ability to Commute/Relocate:

- Employees of ULTC are currently working in a hybrid model with two days of working in-person and three days of working remotely at home.
- This position is located in Minneapolis, MN 55411
- No relocation assistance is being offered for this position.
- All staff working onsite must submit proof of vaccination and booster, if eligible for booster, or submit acceptable documentation of a religious or medical exemption, in which case the employee must agree to weekly COVID-19 tests and weekly submission of proof of a negative test result.