Financial Counselor - $13/hour

- Entry Level position with potential for promotion.
- Monday through Friday.
- Full time but part time job sharing options are possible.
- Willingness to work occasional evenings and Saturday mornings.

Primary Duties and Responsibilities

Individual review of credit worthiness and spending habits by phone or in person.

- Budgeting.
  - Review monthly expenses and income.
  - Create an individualized plan to handle debt.
  - Suggest strategies to increase personal net worth.
- Credit education.
  - Credit report review.
  - Credit scoring.
  - Impact of credit.
  - How to improve credit scores.
- Information and referral.

Qualifications:

- Personal finance and credit analyses skills.
- Basic math skills.
- Good communication skills: ability to simplify personal financial concepts.
- Ability to pass certification exam with in-house training within 6 months.
- Attention to detail.
- Respectful and considerate.
- Team player.
- Proficiency in Microsoft Office and ability to learn client database.

Education and/or Experience

- Bachelor’s degree preferred.
- Minimum education requirement: 2-year associate’s degree or one to two years related experience and/or training.
- Spanish language fluency preferred but not required.

To apply:

- Email resume to Martha Wunderli: martha@faircredit.org