



## **Financial Capability Specialist – Part Time**

The Financial Capability Specialist is dedicated to helping low to moderate income families develop skills in personal finance, build assets and become financially stable. Job responsibilities will include case management, one-on-one financial coaching, and financial education workshops that will allow participants to reach target goals including increasing credit score, budgeting, saving, utilization of quality financial services, and asset development. **This is a grant funded position ending 7/31/25, and will require employees to be available to work a flexible schedule including evening and weekends as required (20 hours/week).**

### **RESPONSIBILITIES INCLUDE:**

- Provide one-on-one coaching to Savings and Credit Building Library Circles (SCBLC) participants.
- Assist participants with goal setting, budgeting, credit building, debt repayment, savings, utilization of quality financial services and products, asset development, and referral to certified benefits planners.
- Support financial literacy instructors/facilitators; substitute as needed.
- Present on asset building opportunities and financial capability skills at outreach sessions.
- In collaboration with Project Manager, monitor participant progress towards financial goals.
- Maintain files and data for all participants including financial well-being assessments, credit reports, appointment notes, and personalized action plans.
- Work collaboratively with Project Evaluator to ensure accurate data collection and timely reporting.
- In collaboration with Project Manager, identify, train, match, and monitor Cultural Navigators.
- Assist with recruitment, support and oversight of Financial Coaches
- Collaborate on financial literacy curriculum modifications and implementation.
- Adhere to all guidelines related to confidentiality with sensitive financial and personal information.
- All other duties as assigned.

### **EDUCATION AND EXPERIENCE/ QUALIFICATION:**

- Minimum of Bachelor's Degree in human services, community development, business, or related field.
- Fluency in English required and fluency in Spanish preferred.
- Proven financial services expertise; background in financial coaching, banking, asset development and/or a related economic development field.
- Demonstrated experience working with low-income individuals and families in the following areas: financial goal setting; budgeting; credit building and debt management; utilization of quality financial services; asset development; and public benefits support.
- Strong interpersonal skills with the ability to initiate, build, and continuously strengthen partnerships with a diverse population.
- Self-motivated, quick study, and able to work effectively with minimum of supervision.

- Computer literate with proficiency in Microsoft Excel, Word, Outlook, Adobe, and PowerPoint.
- Strong mathematical ability with exceptional reasoning, problem solving, and analytical skills, including an ability to translate ideas and concepts into clear actionable items.
- Effective written and verbal communication skills.
- Engaging public speaking skills.
- Demonstrated ability to work collaboratively with co-workers.
- Ability to maintain confidential information.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus

### **What we offer employees:**

Hartford Public Library offers part-time benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Paid Time Off
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map.

### **What we offer the community:**

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone

- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Financial Capability Specialist** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

**Hiring Range: \$27.93 - \$30.46 /hr. DOE**

**Hartford Public Library is an Equal Opportunity Employer**