

RISE Foundation, Inc. Position Announcement – July, 2020

RISE is an Equal Opportunity Employer

Job Title: Financial Program Counselor
Location: 1355 Lynnfield Road, Suite 101 Memphis, TN 38119
Division/Department: GMFEC
Status: Full-time, Non-Exempt
Opening Date: May 15, 2020
Closing Date: Open until position is filled.
Projected Start Date: September, 2020
Salary: \$40K annualized

How to Apply: Submit a cover letter outlining your interest in the position, a resume and 3 professional references to Financial Program Counselor, via email at humanresources@risememphis.org. **The position will remain open until filled. Time is of the essence.** RISE Foundation is an equal opportunity employer.

Organization

A partnership between the Community Foundation of Greater Memphis, the Memphis Housing Authority and the United Way of the Mid-South led to the creation of RISE in October 1999. With its original mission to help public housing residents achieve financial independence, RISE served 48 families and helped them create assets of \$83,000.

Since that time, RISE has provided over 800 families with financial information that has assisted them with purchasing their first large assets, encouraged over 500 youth to excel in school each academic year, improved the money management skills of over 3,000 area employees, and brought together more than 130 organizations to address predatory lending practices and educate citizens about ways to avoid costly alternative lending traps. To date, RISE's work has created over \$8 million in assets in the City of Memphis. Simply put, RISE empowers people to stand on their own feet financially and have long-term financial sustainability.

For more information about RISE, please visit www.risememphis.org.

Greater Memphis Financial Empowerment Center

RISE Foundation is partnering with the Shelby County Trustee's Office to establish the Greater Memphis Financial Empowerment Center (GMFEC). The GMFEC will provide, free, professional one-on-one financial counseling as a public service to citizens in the greater Memphis area. The GMFEC program aims to improve the financial stability of **Memphis/Shelby County, Tennessee** households, regardless of income.

Position:

RISE Foundation is establishing a register of full-time financial education counselors. Essential functions include, but are not limited to, assessing client needs and developing individual financial action plans in collaboration with each client; provide individualized financial counseling sessions (including initial and follow-up sessions) to achieve client outcomes; make appropriate referrals and integrate other wrap around support (i.e., benefits, tax preparation) into counseling sessions to achieve greater results; engage in ongoing follow-up with clients; collect, track and report required data using client management database; other tasks as assigned. The expected start date is July of 2020.

Education and Experience:

Applicants must possess a bachelor's degree in finance, social/human service, counseling, education or a related field. Experience leading basic financial education/asset building workshops is preferred. Working knowledge of Microsoft Office Suite is required. Strong written and verbal communication skills are necessary. The work schedule requires some evening and weekend hours. Counselors will be required to attend initial and ongoing professional development training sessions. Counselors must successfully complete and pass counselor training tests as a condition of continued employment. Counselors are required to travel locally and must have daily access to an operable automobile with State mandated automobile insurance.

Working Conditions:

The position requires the employee to sit for hours at a time, drive, stand, walk, type, reach with hands and arms, climb stairs, balance, kneel, bend, stoop, talk, see and hear. Candidates must be able to lift and/or move up to 10 pounds. Specific vision abilities require close and distance vision and requires looking at a microcomputer screen for extended periods of time. The noise level in the work environment is moderate. The employee is exposed to moderate levels of stress during peak periods.

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