



EMPLOYMENT OPPORTUNITY

KYCC is here to educate and advocate for monolingual Korean-speaking and Spanish-speaking residents of Koreatown and the neighboring area to help them understand, access and manage their basic financial needs. Deciphering forms, letters and processes, especially for a recent immigrant or those with limited English, can be a daunting process. We are looking for candidates who are passionate about teaching and helping others to understand their rights and choices, and assisting them to take small steps towards financial self-sufficiency.

We have been serving our diverse community for more than 45 years, and if you are passionate about creating change within our community, we'd like to meet you.

Student Loan Empowerment Coach (Full-time, Non-Exempt)

Unit: Community Economic Development Services

Reports To: CED Outreach and Partnership Coordinator

Posting date: 02/01/2024

Salary: \$28.00 – 32.50 hourly DOE, plus BENEFITS

Positions Available: 1

Summary: The Student Loan Empowerment Coach works under the direction of the Community Economic Development Outreach and Partnership Coordinator. This position works closely with individuals seeking guidance and assistance in managing their student loans and is responsible for having a strong understanding of student loan programs, financial literacy, and the ability to provide personalized coaching to help clients navigate their student loan repayment journey successfully.

Duties / Responsibilities:

- **Provide education and awareness by:**
 - Conducting workshops and educational sessions on student loan literacy, helping clients understand the terms, conditions, and implications of their loans.
 - Raising awareness about available resources, government programs, and repayment assistance options.
- **Provide individualized coaching by:**
 - Providing personalized coaching sessions to clients, assessing their unique financial situations related to student loans.
 - Developing individual tailored plans to help clients understand their loan options, repayment plans, and strategies for effective debt management.
 - Analyzing clients' financial situations to identify opportunities for debt reduction, consolidation, or refinancing.
 - Assisting clients in creating budgets and financial plans to optimize their ability to meet student loan obligations.
- **Ensure regulatory compliance by:**
 - Staying informed about changes in student loan policies, regulations, and government programs to ensure accurate and up-to-date advice.
 - Representing clients in advocating for their consumer rights.
 - Navigating clients through the complexities of loan forgiveness programs, if applicable
- **Maintain documentation and reporting by:**
 - Maintaining detailed records of education events, coaching sessions, and progress toward project goals.
 - Preparing regular reports summarizing client achievements, project outcomes, challenges, and areas for improvement.
- ***Other duties as assigned by the CED Partnership and Outreach Coordinator***



Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- 2-3 years of previous project management experience; OR equivalent combination of education and experience.
- Experience with higher education, college access, financial aid programs, student loans borrowing, consumer rights, or related topics.
- Bilingual capacity (Spanish/English or Korean/English).
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers and other office equipment.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- A valid Class C California Driver License, personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.

Desired Qualifications:

- A Bachelor's degree in Counseling, Business, Marketing, Ethnic Studies, Sociology, or other-related field from an accredited College or University.
- Demonstrable knowledge and skill in business, including human relations, public speaking, outreach and marketing, and organizational skills.

SUBMIT AN APPLICATION