



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires passionate and committed staff that provide direct services. KYCC's Community Economic Development (CED) unit is designed to promote economic empowerment, financial stability, and wealth-building for low-income, immigrant, and diverse multicultural communities in Koreatown and Greater Los Angeles.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for 50 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

Financial Coach (CED Specialist I) (Bilingual Spanish) - (Full-time, Non-exempt)

Unit: Community Economic Development Services (CEDS)

Reports To: CED Coordinator

Posting Date: 07/30/2026

Positions Available: 1

Salary: \$25.00 - \$28.00 hourly, DOE plus benefits

Summary: The Financial Coach (CED Specialist I) is a direct service position and works under the direction of the Community Economic Development Services Coordinator. The Financial Coach (CED Specialist I) is responsible for implementation of financial education and asset building programs, such as financial education and coaching, and programs to increase financial well-being. The schedule for this position is Monday-Friday, 9:00 a.m. – 6:00 p.m. Occasional evenings and Saturdays may be required to support program needs. This role requires full-time in office work or at a designated work location. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year.

Duties / Responsibilities:

- **Implement Financial Education and Asset Building program:**
 - Recruiting and enrolling clients into CED programs, providing financial coaching, and leading financial education workshops;
 - Developing individualized action plans to help clients improve credit, reduce debt, establish savings, and build long-term financial stability;
 - Reviewing and interpreting consumer credit reports and credit scores.
 - Managing a set number of client files, including intake applications, program enrollment, and other documentation related to programs and services; and
 - Providing clients with basic information and referrals to public benefits, housing counseling, workforce development, and other supportive services.
- **Implement and manage Volunteer Income Tax Assistant (VITA) programs at specific sites:**
 - Managing day to day operation of VITA tax clinic;
 - Providing VITA volunteer engagement and management;
 - Providing tax returns and quality review of returns filed; and
 - Compiling and submitting weekly progress reports.
- **Contract Compliance and Data Management reporting:**
 - Updating client files and databases, including intake application, collecting proof of income and expenses, and other documentation related to program, like FamilySource Center and other funders; and
 - Documenting and reporting project details to meet all contractual goals.
- **Attend relevant meetings and trainings:**
 - Attend monthly staff meetings;
 - Attend unit meetings;
 - Attend quarterly agency-wide meetings/trainings; and
 - Attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor
- **Other duties as assigned by the CED Services Coordinator.**



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

- BA degree from an accredited school with two years of experience in business, financial service or community organizing in non-profit sector OR four years of work experience in business, financial service or community organizing in non-profit sector.
- Experiences in financial education, credit counseling, and/or asset building programs and services;
- Bilingual capacity (Spanish/English).
- Demonstrable knowledge and skill in personal finance, including budgeting and savings, debt, credit, public speaking, and organizational skills.
- 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.
- 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.
- A valid Class C California Driver License, personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up 40 lbs.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check and a TB test after a conditional offer of employment has been extended.

To apply, please submit a **cover letter and resume**.

SUBMIT AN APPLICATION