



POSITION DESCRIPTION — FINANCIAL COACH

About Us:

Riverworks Development Corporation (RDC) is a dynamic and growing nonprofit dedicated to building stronger, more resilient communities. Through innovative programs, partnerships, and services, RDC helps residents achieve financial stability, career growth, and long-term self-sufficiency.

We are proud to host the **Riverworks Financial Clinic** and partner with the City of Milwaukee to bring the **City of Milwaukee Financial Empowerment Center (FEC)** to our community. The FEC provides free, one-on-one financial counseling and education to low- and moderate-income households. Together, we're working to improve financial security for Milwaukee families through practical, high-impact coaching.

About the Role:

We're looking for a Financial Coach who is empathetic, a strong motivator, and passionate about helping people achieve their financial goals. As a Financial Coach, you'll empower clients to build credit, reduce debt, increase savings, and establish safe banking relationships.

This role is perfect for someone who enjoys problem-solving, building trust with diverse communities, and celebrating wins both big and small with their clients.

What You'll Do:

- Provide **one-on-one financial coaching sessions**, including follow-ups to track progress.
- Help clients create **personalized financial action plans** to meet their goals.
- Connect clients to supportive services, including public benefits, safe financial products, and tax assistance.
- Assist during the **VITA tax season**.
- Collect, track, and report data using a client management system.
- Stay current with best practices through ongoing **training and professional development**.
- Collaborate with RDC staff to ensure clients receive wraparound support and referrals.
- Successfully complete and pass counselor training.

What We're Looking For:

- **Bilingual (English/Spanish)** strongly preferred.
- City of Milwaukee residency **REQUIRED**.



- Bachelor's degree OR at least **2 years of relevant work experience** (social work, coaching, financial services, community outreach, education, or related fields).
- Strong communication skills—both written and spoken—with confidence in public speaking. Teaching or mentoring experience a plus.
- Tech-savvy with **MS Office and database systems**.
- Organized, detail-oriented, and able to manage multiple priorities.
- Must have a car and valid drivers' license with auto insurance.
- A natural problem-solver who is approachable, flexible, and a team player.
- Ability to work some **evenings and weekends**.
- Perform other duties as assigned by the Financial Clinic Manager.

Why Join Us:

- Competitive salary (commensurate with experience)
- Strong benefits package
- Opportunities for growth and professional development
- Be a part of a supportive, mission-drive team making a real impact in Milwaukee neighborhoods

How to Apply:

Send your resume, cover letter, three references and salary history to:

Anthony Myers
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Riverworks Financial Clinic
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Email: anthonym@riverworksmke.org

Riverworks Development Corporation is an equal opportunity employer.