

Prosperity Connection Position Description

Position Title:	St. Louis Builds Credit Coordinator
Status:	Exempt
Position Reports to:	Director of St. Louis Builds Credit
Position supervises:	Volunteers

Job Summary:

St. Louis Builds Credit (STLBC), a program of Prosperity Connection, is an alliance of local community organizations that seek to promote credit building to build wealth and reduce the racial credit score gap. STLBC collaborates with these organizations to provide increased access to the tools they need to build a primer credit score through personal finance classes and credit report reviews.

The STLBC Coordinator will be primarily responsible for conducting credit report reviews with clients, managing follow up and evaluation, and planning and executing credit fair events in partnership with various organizations. Credit fairs are opportunities where participants can have their credit report pulled on-site and attend a 20-minute review of their credit report with staff or trained volunteers to receive personalized recommendations for how they can build their credit.

This role may require working outside of the traditional work week (early mornings, late evenings and weekends).

Essential Functions:

1. Stakeholder relationship building and management
2. Conduct credit report reviews with clients
3. Maintain privacy and confidentiality of personal client information at all times
4. Credit fair planning, logistics, and execution
5. Financial class coordination
6. Represent Prosperity Connection and the STLBC program throughout St. Louis at special events, collaborative meetings, and other opportunities key to the success of the program

Preferred Experience and Qualifications:

- Associate's or Bachelor's degree or equivalent experience.
- At least one year of progressive experience related to client facing service.
- Must be extremely detail-oriented, work well under deadline pressure, and be able to manage multiple projects at the same time.

- Must be professional in behavior and appearance, show initiative, be willing to work a flexible schedule, and can work independently or in a team environment.
- Superior written and verbal communication skills, exceptional attention to detail, and must be able to master the use of Microsoft Office applications (Word, Excel, Teams, Outlook, SharePoint, OneDrive). Experience in Salesforce is a plus.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical requirements of this job include the ability to stand/sit, walk, reach above shoulder level, data entry, crouch, bend, stoop, kneel, squat, crawl and carry/lift up to 35 pounds. The employee must have valid driver's license and have his or her own personal transportation.

Salary Range: \$38,000 - \$44,000

To apply for this opportunity, please submit a cover letter and resume to employment@prosperityconnection.org.