

Hispanic Unity of Florida Job Description

Job Title: Workforce Development and Financial Coach
Department: Center for Working Families (CWF)
Reports To: CWF Program Manager
Classification: Non-Exempt, Full-Time
Work Location: Office / Hybrid
Dated Released: July 2026

CHANGE LIVES AND MAKE A DIFFERENCE!

At Hispanic Unity of Florida (HUF), we change lives every single day – in small and big ways. If you want to join an exceptional organization that works tirelessly to ensure everyone is empowered to live their American dream, please continue reading.

It is imperative that all applicants share the HUF values, as they serve as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to, Integrity, transparency, respect, dignity, accountability, diversity and cultural awareness, commitment to excellence, collaboration, *and teamwork*.

Job Summary:

The Workforce Development and Financial Coach empowers individuals and families to achieve economic stability through financial education, employment coaching, career development, and workforce readiness services. This role provides individualized coaching, facilitates workshops, develops action plans, and connects participants to resources that support financial well-being and career advancement. A primary focus of this position is helping participants obtain employment, increase earned income, advance along career pathways, and achieve long-term economic mobility. Through outreach, education, and personalized support, the coach helps clients build financial capability, secure sustainable employment, overcome barriers, and achieve long-term self-sufficiency, asset building, and economic mobility.

Essential Duties:

- Facilitate financial capability and workforce development workshops in person and virtually on topics including financial literacy, budgeting, credit improvement, savings, tax preparation, job readiness, and career exploration.
- Conduct comprehensive participant assessments to identify employment, education, financial, and supportive service needs, and develop individualized action plans with measurable short- and long-term goals.
- Provide one-on-one career coaching to assist participants with career exploration, resume and cover letter development, job search strategies, employment applications, and interview preparation.

- Provide ongoing case management and follow-up services to support participant goal attainment and long-term success.
- Deliver personalized financial coaching to help participants improve budgeting practices, reduce debt, increase savings, build credit, and achieve financial stability.
- Support participants in accessing occupational training, industry-recognized credentials, apprenticeships, and career advancement opportunities.
- Assist participants in accessing resources and supportive services, including emergency financial assistance, credit-building opportunities, emergency savings strategies, and referrals to internal and external programs.
- Actively support participants in securing employment opportunities that align with their skills, career goals, and income objectives. Develop employment plans, connect participants to employers, facilitate job placements, monitor employment retention, and support participants in achieving wage growth and career advancement outcomes.
- Develop and maintain partnerships with employers, workforce organizations, and community stakeholders through outreach activities, job fairs, recruitment events, and other engagement initiatives that expand employment opportunities for participants.
- Maintain accurate and timely participant records in all required databases and case management systems, ensuring compliance with organizational policies, funder requirements, confidentiality standards, and documentation procedures.
- Document participant progress and program outcomes through detailed case notes, follow-up activities, file maintenance, and tracking of enrollments, job placements, retention milestones, financial goals, and other performance measures.
- Prepare required program reports and collaborate with internal and external partners to support service coordination, contract compliance, program performance, continuous improvement efforts, and organizational goals.
- Meet or exceed program performance goals related to participant enrollment, employment placements, employment retention, income growth, financial coaching outcomes, and contract deliverables.

Qualifications and Job Requirements:

- Strong communication and interpersonal skills, with the ability to engage diverse audiences.
- Experience providing financial coaching, workforce development, case management, or related human services preferred.
- The candidate must possess strong communication, organizational, and problem-solving skills, attention to detail, and be able to prioritize multiple tasks.
- Strong knowledge of community resources, workforce services, and social service networks in Broward and Miami-Dade Counties.
- Ability to work effectively in a team environment, have a positive attitude and handle sensitive and confidential information with maximum discretion.
- Be available to work flexible hours, to meet the program expectations. (Some weekends and evenings)
- Bilingual English/Spanish preferred
- Experience with case management systems, client documentation, performance tracking, and data entry preferred.
- Proficiency in Word, Excel, Outlook, and PowerPoint and virtual platforms like Zoom, Go to Meeting, Microsoft Teams, and Google Meets.
- Ability to pass a Level 2 background check. Possession of a valid Florida driver's license and insurance, with the ability to travel independently (proof required).

Education and Experience:

- Associate degree required. Bachelor's degree preferred in Human Services, Social Work, Business Administration, Economics, Public Administration, Education, or a related field. An equivalent combination of education and experience will be considered.

Working Environment:

The work for this position will be done in the office and at community events. The office is conditioned for the individual to perform the duties required in a private and confidential setting. If work is done remotely, the remote office should be held to the same private and confidential standards. The person must be able to travel back and forth from HUF locations and home as needed.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employees Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

Title: _____

This job description does not alter your "at-will" status. It is not an employee agreement or contract. Management has the right to alter this job description at any time with or without notice. Employee understands that other tasks or duties may be added or assigned from time to time, at the discretion of the administration.