



## **Senior Coach – Financial and Employment Coaching**

**Location:** Pierce County, WA

**Starting Salary:** \$70,000/year (DOE)

**Status:** Full-Time, Exempt

**Reports To:** Executive Director

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### **COMPENSATION PACKAGE**

- Starting salary range: \$70,000/year, depending on qualifications
  - Comprehensive benefits package including:
    - Medical, dental, and vision insurance
    - Paid time off (vacation/sick days), plus 3 personal days
    - 10 paid holidays annually
    - Funds for professional development
    - Mileage reimbursement
    - Retirement benefits
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### **POSITION OVERVIEW**

The Senior Coach at Sound Outreach provides **integrated financial and employment coaching** to individuals seeking to improve their financial health and career pathways. This position plays a pivotal role in helping clients build long-term economic stability by providing person-centered, goal-oriented support. Working collaboratively with community partners and internal teams, the Senior Coach delivers holistic coaching services—both one-on-one and in group settings—and supports continuous improvement of coaching practices across the organization.

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## DUTIES & RESPONSIBILITIES

### Employment Coaching

- Identify clients with potential for wage progression and develop individualized job coaching plans
- Facilitate **group presentations on employment topics** such as resume writing, job search strategies, and interview techniques
- Guide clients in developing effective resumes, job search strategies, and interview skills
- Refer clients to services that remove employment barriers, including training programs, childcare, housing, and mental health supports
- Facilitate job placements through job fairs, hiring events, internships, and informational interviews
- Maintain employer relationships and monitor labor market trends in Pierce County
- Provide ongoing job retention and career advancement support

### Financial Coaching

- Assess clients' current financial situation, including income, debt, savings, and credit
- Facilitate **group financial education workshops** on topics such as budgeting, credit building, investments, retirement and savings
- Help clients develop and implement personalized financial goals and action plans
- Support clients in building emergency savings, improving credit scores, and reducing debt
- Provide tools and education on budgeting, banking, and financial planning
- Integrate employment and financial goals for sustainable economic outcomes

### Data & Reporting

- Use Salesforce and other internal systems to track client progress, goals, and outcomes

- Maintain accurate and timely case notes and records
- Track metrics related to both financial and employment milestones for each client

### **Team & Organizational Support**

- Provide coaching support and mentorship to junior coaches
  - Contribute to team learning and process improvement
  - Represent Sound Outreach at community partner events and workforce development meetings
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### **REQUIRED EXPERIENCE & QUALIFICATIONS**

- 2–3 years of experience in workforce development, financial coaching, case management, or similar field
  - Proven success in job development, recruiting, and/or job retention services
  - Experience facilitating workshops or group presentations preferred
  - Strong understanding of the challenges faced by low- to moderate-income individuals and knowledge of local resources
  - Excellent interpersonal, coaching, and communication skills
  - Highly organized and self-directed, with attention to detail
  - Proficient in Microsoft Office and experience with CRM tools (Salesforce preferred)
  - Valid driver's license and reliable transportation
  - Bilingual abilities are a plus
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### **PREFERRED QUALIFICATIONS**

- In-depth knowledge of the local labor market and employer needs in rural Pierce County
- Certified Financial Counselor or Career Coach preferred credentials (NCDA, AFCPE, etc.)

- A bachelor's degree in social work, human services, or related field (or equivalent experience of 5+ years)
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Please email resume and cover letter to [jennifer@soundoutreach.org](mailto:jennifer@soundoutreach.org)

## **WHO WE ARE**

At **Sound Outreach**, we believe in the power of coaching to transform lives. Our team of financial counselors and employment coaches work together to empower individuals and families to achieve financial wellness and economic stability.

### **Our Mission**

Sound Outreach provides compassionate guidance and beneficial tools for individuals and communities to move from financial insecurity to financial wellness and prosperity.

### **Our Vision**

Financially knowledgeable and secure Pierce County households with the ability and confidence to grow wealth and pass it along to the next generation.

### **Our Values**

*Economic Justice – Trust – Innovation – Collaboration*

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## **COMMITMENT TO EQUITY**

Sound Outreach is an equal opportunity employer. We celebrate diversity and strive to create an inclusive environment for all employees. We welcome applications from individuals of all backgrounds and identities, especially those from underrepresented communities.

**\*Please email resume and cover letter to [jennifer@soundoutreach.org](mailto:jennifer@soundoutreach.org)**