



KALAMAZOO CLIMATE CRISIS COALITION

Title: Financial Counselor

FLSA Class: Full Time, exempt (Jan 2025-Dec. 2027)

Position Description

The Kalamazoo Climate Crisis Coalition (KCCC; <https://www.kalamazooocrisis.org>) is seeking a Financial Counselor for the Holistic Healthy Homes (HHH) program, funded from a U.S. EPA Environmental and Climate Justice Community Change Block Grant (ECJCCBG) from the Inflation Reduction Act. The HHH program is rooted in KCCC's mission to "mobilize collective action to achieve immediate and drastic reductions in greenhouse gas emissions and rapid adoption of renewable energy through a transition grounded in social, racial, economic, and environmental justice." This program is jointly led by KCCC and Kalamazoo County.

With \$18.9 million from the EPA Community Change grant, the HHH program partners with local community organizations to deliver home repairs and energy efficiency upgrades to 300 single-family housing units in the Northside, Eastside, West Douglas, and Edison neighborhoods of the City of Kalamazoo. Additionally, the HHH Program will support expansion of two green industry workforce development programs and the development of four local neighborhood centers that will allow them to function off-grid in an emergency as community anchors to provide activities and services.

The Financial Counselor will work with community homeowners enrolled in the HHH program to leverage external funding sources by connecting participants with other grants, low-interest loans, tax rebates, and other qualifying programming beyond the HHH Program to implement further greenhouse gas reduction measures and energy independence (such as residential solar installations). They will offer guidance and support to pursue funding for participants and are responsible for managing participant cases alongside the Program Director. The Financial Counselor reports to the HHH Program Director and works in collaboration with a 4-person program team, as well as relevant community partners and Kalamazoo County grant leads.

Essential Duties and Responsibilities

- Works closely with HHH Program Director and HHH Program team to ensure successful delivery of program outcomes, ongoing outreach, consistent messaging, and financial accountability.
- Maintain and build program relevant positive community relationships in support of program goals and with authenticity to KCCC mission and vision.
- Coordinate with the HHH Program team to assist in case management.
- Identify potential funding sources for participants to utilize outside the scope of the grant.
- Prepare and share information with HHH participants concerning potential additional funding, rebates, and tax incentive opportunities.
- Facilitate and support participant submission of qualifying documents for additional funding opportunities.

- Prepare and attend regular meetings with the HHH Program team and liaisons from collaborating entities and partners.
- Track and evaluate ongoing progress on resourcing for HHH Program clients and deliver reports to the Program Director regularly.
- Adhere to and support program compliance with regulations, laws, statutes, standards, and guidelines pertaining to component areas of program oversight.
- Support financial accountability of the HHH Program through regular reporting to the Program Director.

Minimum Qualifications

- Bachelor's degree from an accredited college or university in social work, communications, environmental education, or related fields and/or a minimum of 1-2 years of related work experience in related fields such as: social work, community relations, grants research and management, case management, financial planning or education, energy policy or energy efficiency.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Demonstrated experience in a resource support role for adults and families.
- High level of cultural competency.
- Experience working with low-income communities.
- High-level comprehension of the impacts of historic racial disparities on vulnerable communities and training in diversity equity and inclusion or relevant experience.

Additional experience

- Experience with maintaining; emotionally, and physically safe work culture.
- Evidence of maintaining effective community relationships and partnerships.
- Willingness to work an occasional varied schedule including some weekends and evenings.
- Competencies in computer current software and technology. Training will be provided for some applications.
- Be accountable for assigned responsibilities, schedules, and deadlines for work.
- Understand and carry out oral and written communications.
- Organize and Manage data.
- Analyze and problem-solve.
- Prepare clear and concise reports.
- Confidence working individually and as part of an equally valued team.
- Must pass a pre-employment background check.
- Valid driver's license.

Seeking someone who:

- Values integrity.

- Thinks independently with strong initiative, but comfortable working within a defined framework.
- Self-motivated (takes initiative) with a high standard of work quality.
- High level of organization and attention to detail.
- Responsible and professional, yet dynamic and fun.

Work environment/ conditions

- This position may be eligible for a hybrid work environment.

Physical Demands

- The physical demands 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.
- Sedentary: The position is generally sedentary, but may involve light physical demands, such as lifting up to 30 pounds, walking, standing for long periods, and occasional travel.

Remuneration and Benefits

- Salary commensurate with experience (range: \$60,000- \$75,000).
- Health benefits package available.
- Vacation, personal days, and holidays provided.

Application Process

Please submit a cover letter, resume, and contact information for three references to recruiting@kalamazoocrisis.org. Evaluation of applications and interviews will begin February 11th and will continue until the position is filled. Email recruiting@kalamazoocrisis.org with any questions.

Statement of Non-discrimination

KCCC is an equal opportunity employer and does not discriminate in its hiring or selection process on the basis of a candidate's actual or perceived: race, national origin, color, age, height, weight, religion, creed, disability, marital status, family status, veteran status, sexual orientation, gender identity or gender expression.