



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC's Community Economic Development (CED) Services unit provides comprehensive financial support services to help residents of Koreatown and Greater Los Angeles manage their finances, increase income, reduce expenses, provide small business technical assistance, and build wealth.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for 50 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

Student Loan Empowerment Coach (Full-time, Non-Exempt)

Unit: Community Economic Development (CED)
Reports To: Partnership and Outreach Coordinator
Salary: \$26.00 - \$32.00 hourly, DOE plus BENEFITS

Positions Available: 1
Updated: 02/27/2025

Summary: Under the direction of the CED Outreach and Partnership Coordinator, the Student Loan Empowerment Coach will work closely with individuals seeking guidance and assistance in managing their student loans. The ideal candidate will have a strong understanding of student loan programs, financial literacy, and the ability to provide personalized coaching to help clients navigate their student loan repayment journey successfully. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a regular, full-time, non-exempt position, working 40 hours a week. The schedule is Monday – Friday, 9:30 AM – 6:00 PM. Some evening and weekend shifts may be required.

Duties / Responsibilities:

- **Education and Awareness:**
 - Conduct workshops and educational sessions on student loan literacy, helping clients understand the terms, conditions, and implications of their loans.
 - Raise awareness about available resources, government programs, and repayment assistance options.
- **Individualized Coaching:**
 - Provide personalized coaching sessions to clients, assessing their unique financial situations related to student loans.
 - Develop individual tailored plans to help clients understand their loan options, repayment plans, and strategies for effective debt management.
 - Analyze clients' financial situations to identify opportunities for debt reduction, consolidation, or refinancing.
 - Assist clients in creating budgets and financial plans to optimize their ability to meet student loan obligations.
- **Regulatory Compliance:**
 - Stay informed about changes in student loan policies, regulations, and government programs to ensure accurate and up-to-date advice
 - Represent clients in advocating for their consumer rights
 - Navigate clients through the complexities of loan forgiveness programs, if applicable.
- **Documentation and Reporting:**
 - Maintain detailed records of education events, coaching sessions, and progress toward project goals.
 - Prepare regular reports summarizing client achievements, project outcomes, challenges, and areas for improvement.
- **Other duties as assigned by the CED Partnership and Outreach Coordinator**



Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A Bachelor's degree in Counseling, Business, Marketing, Ethnic Studies, Sociology, or other-related field from an accredited College or University;
- Demonstrable knowledge and skill in business, including human relations, public speaking, outreach and marketing, and organizational skills;
- Experience with higher education, college access, financial aid programs, student loans borrowing, consumer rights, or related topics;
- **Bilingual capacity (Spanish/English or Korean/English);**
- Ability to organize and prepare documentation in a timely manner;
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision;
- Demonstrable working knowledge of the use and operation of personal computers and other office equipment;
- Strong interpersonal, organizational, written and communication skills;
- Strong commitment to working with a multicultural community;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Proof of passing a TB test (if completed within a year);
- A valid Class C California Driver License, personal automobile, and proof of auto insurance.; and
- Proof of eligibility to work in the United States.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check after a conditional offer of employment has been extended.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)