

Employment Opportunity

Financial Empowerment Counselor

Job Title: Financial Empowerment Counselor
Status: Full-time, On-Site (Waco, TX)
Department: Waco Financial Empowerment Center (FEC)
Accepting Applications: 6/1/2026 – 7/15/2026

The Opportunity

Grassroots Community Development and the City of Waco are preparing to launch a new initiative, the Waco Financial Empowerment Center, in September 2026. The Waco Financial Empowerment Center (FEC) aims to improve the financial stability of Waco's residents by providing high-quality, one-on-one financial counseling as a public service to the community. FEC counseling services are based on five key service areas: credit, debt, savings, banking, and legacy planning. The Waco FEC is a service of the City of Waco operated by Grassroots Community Development. The Waco FEC will partner with many government and nonprofit social services in the community to help low to moderate income residents address their financial challenges and needs while planning for their futures.

We are seeking a Financial Empowerment Counselor who is empathetic, a great motivator, and passionate about helping individuals achieve their financial goals. The Financial Empowerment Counselor position will report directly to the Financial Empowerment Center Program Manager within Grassroots Community Development.

The Waco FEC is part of a national network of FECs supported by the Cities for Financial Empowerment Fund. To learn more, go to www.fecpublic.org

What You'll Do

Duties will include, but are not limited to:

- Provide individualized financial counseling sessions (including both initial and follow-up sessions) and achieve client outcomes;
- Assess client needs and develop individual financial action plans with each client;
- Engage in ongoing follow-up with clients;
- Make appropriate referrals and integrate other wraparound supports (i.e. benefits, tax preparation) into counseling to achieve greater results;
- Follow required protocol and program requirements;
- Collect, track and report required data using a client management database;
- Participate in initial trainings and ongoing professional development trainings;
- Successfully complete and pass counselor training.

Who You Are

A successful candidate will:

- Possess a baccalaureate degree from an accredited college and two years of relevant work experience with some background in social service delivery, community engagement/outreach, financial education, or counseling/coaching. A combination of education and experience will be considered in lieu of formal degree requirements;

- Have expertise in at least one of the following disciplines: social work, financial planning, coaching/mentoring, teaching, financial services, or other related fields;
- Be bilingual, speaking English as well as Spanish;
- Be able to become knowledgeable about credit, debt, legacy planning, and money management; savings and investment options; and safe financial products and services;
- Possess excellent interpersonal skills;
- Demonstrate excellent working knowledge of Microsoft Word, Excel, Outlook;
- Be available to work some evenings and weekends;
- Possess a valid driver's license and ability to drive oneself to and from sites & events.
- Possess the ability to use a client management database.

Additionally, successful candidates will possess the following core competencies:

- *Mission Driven*: Focuses on the needs and aspirations of the community.
- *Effective Communication*: Ability to collaborate and effectively communicate through oral, written and technological means; active listening, collaborating and expressing oneself clearly, to ensure those that need specific information acquire it.
- *Relationship Management*: Builds relationships internally and externally; demonstrates credibility in all interactions; builds rapport to cultivate trust, and demonstrates the ability to effectively build a network of contacts.
- *Outcome Motivated*: Creates and maintains high performance standards that capitalize on opportunities to build support for the community by developing relationships that drive results.
- *Problem Solving/Critical Thinking*: Differentiates between when supervisory input is needed and when it is not; identifies opportunities and develops plans to execute; identifies problems, gathers facts and appropriate resources to resolve issues.
- *Time Management*: Manages own time, priorities, and resources to achieve goals; prioritizes tasks by importance and deadline; adjusts priorities as situations change; easily transitions between tasks and picks up where left off when interrupted; uses sound methods to plan and track work, appointments, and commitments.

Compensation: \$45,000 to \$50,000/year (commensurate with experience), with access to health insurance, paid time off, & other benefits.

About Grassroots

Grassroots Community Development helps to inspire and cultivate healthy neighborhoods. We consider a healthy neighborhood to be one that is safe, clean, and diverse; one in which it makes economic sense for people to invest and one where neighbors manage change successfully. To that end, we offer affordable new home construction, housing counseling, access to housing assistance programs, home rehabilitation, and community organizing in North, East and South Waco. Grassroots is a 501(c)(3) nonprofit organization and has operated in Waco for 25 years. Learn more about Grassroots at www.grassrootswaco.org

To Apply: Please send a resume and cover letter explaining your interest and qualifications to Lee Scheffe, FEC Program Manager, at lee@grassrootswaco.org. Applications will be accepted on a rolling basis until 7/15/2026.