



Financial Education Specialist

Job Title: Financial Education Specialist

Reports to: Executive Director

Job Type: Full-Time/Exempt (Grant-Funded Position)

Location: Flagstaff, AZ (preferred) but must be based in Arizona

Salary Range: \$50,000 - \$53,000 annually (based on experience), plus benefits

Schedule: 40 Hours/Week, Monday-Friday during standard business hours

About Growth Partners Arizona (GPAz)

Growth Partners Arizona is a vibrant Community Development Financial Institution (CDFI) committed to enhancing economic development. We achieve this by offering financial assistance and valuable resources to local nonprofits and small businesses. Our mission is to empower entrepreneurs and communities, ensuring they have the tools and support necessary to flourish. As part of our dedicated team, you'll contribute to the fulfillment of these objectives, making a tangible difference in the communities we serve.

Position Overview

The **Financial Education Specialist** plays a key role in delivering high-quality financial education and supporting participant success within the Capital Readiness Academy program. This position is responsible for facilitating engaging workshops, fostering participant engagement, and contributing to positive program outcomes. This role combines group training with participant support and requires a dynamic, engaging facilitator who can connect with diverse audiences and create an inclusive learning environment.

This position is funded through a two-year grant supporting the Capital Readiness Academy initiative. Employment beyond the grant period is contingent upon continued funding availability, program continuation, employee performance, and organizational needs.

Key Responsibilities

Training & Facilitation

- Deliver engaging, high-quality financial education workshops in in-person and/or virtual settings
- Facilitate group learning using established curriculum and instructional materials
- Adapt facilitation style to meet diverse learning needs and participant backgrounds
- Create a supportive, inclusive, and interactive learning environment

Participant Engagement & Support:

- Build strong relationships with participants to support retention and program completion
- Provide general guidance, encouragement, and accountability to participants (non-advisory)
- Monitor participant engagement and identify potential barriers to success
- Refer participants to additional resources as appropriate

Capital Readiness & Participant Support

- Support Capital Readiness Academy participants by delivering training and responding to inquiries related to financial education and capital readiness aligned with GPAz's loan programs
- Assist participants in preparing for loan opportunities by reinforcing training concepts, supporting document readiness, and facilitating referrals to GPAz as appropriate
- Provide onboarding support to funded participants, reinforcing tools and concepts introduced in training and supporting post-loan planning
- Conduct follow-ups to monitor progress, address challenges, and support ongoing participant success



Program Implementation & Coordination:

- Implement program curriculum with consistency and fidelity
- Support scheduling, coordination, and logistics of training sessions and cohorts
- Collaborate with internal team members to ensure smooth program delivery
- Contribute to continuous improvement of program delivery and participant experience

Data Tracking & Reporting:

- Track attendance, participation, and program outcomes accurately and consistently
- Maintain organized and up-to-date participant records
- Provide regular updates and feedback on participant progress and program effectiveness

Education & Experience:

- Bachelor's degree or equivalent experience in education, finance, business, social services, or a related field
- Minimum of 2 years of experience in training, facilitation, education, or community-based programming
- Strong presentation, facilitation, and interpersonal communication skills
- Ability to engage and work effectively with diverse populations
- Basic knowledge of personal finance concepts.

Personal Attributes

- Inspiring communicator with strong presence in both small and large group settings.
- Approachable and trustworthy, able to build rapport with community members quickly.
- Organized and self-motivated, able to manage multiple workshops and outreach efforts.
- Deep belief in equity, inclusion, and the power of financial education to transform lives.

Work Environment & Schedule

- This position is based in Flagstaff, AZ
- Hybrid work arrangement, with a combination of in-office, on-site program delivery, and remote work
- Regular in-person presence is required for workshop facilitation, team collaboration, and community engagement
- Remote work is permitted for administrative tasks, planning, and reporting, in alignment with organizational needs
- Full-time position (40 hours per week)
- Occasional local travel may be required

Compensation & Benefits:

- Competitive salary based on experience, ranging from \$50,000 - \$53,000.
- Health, dental, and vision insurance.
- Paid time off and professional development opportunities.

This role is supported by current program grant funding through the Capital Readiness Academy initiative. Growth Partners Arizona actively pursues ongoing program sustainability opportunities; however, continuation of this position beyond the funded period depends on future funding availability.

Equal Opportunity Employer

Growth Partners Arizona (GPAZ) is an equal opportunity employer and is committed to creating a safe environment for all employees. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic in accordance with applicable federal, state, and local laws.



Background Check & Eligibility Requirements

This position is subject to background screening requirements associated with U.S. Small Business Administration (SBA) programs. As part of the hiring process, candidates must be able to successfully complete SBA Form 1081.

To meet SBA eligibility requirements, candidates must be either:

- A U.S. Citizen; or
- A Lawful Permanent Resident Alien with a valid Alien Registration Number

Employment is contingent upon successful completion of all required background checks and eligibility verification.

How to Apply

Please send your resume and cover letter sharing your experience to info@growthpartnersaz.org. This application will remain open until it is filled.