

**Boston Saves Financial Check-Up Program
Financial Guide Internship
Duties and Responsibilities Description**

Organization Overview and Mission:

Boston Saves is an initiative that provides a children's savings account to every kindergartener in Boston Public Schools. As part of the Boston Saves program, the Mayor's Office of Financial Empowerment will be offering its Financial Check-Ups – free, one-on-one, 20 minute financial assessments – to families at five schools in the Grove Hall area throughout the 2019-2020 school year.

- Boston Saves Mission: Empower families to save and plan for their children's futures with the support of their city, schools, and community
- Office of Financial Empowerment Mission: Link those seeking financial security and wealth generation with access to capital, financial education, and financial services

Description:

The Financial Guide Intern will assist and support the Lead Financial Guide in the operation of the Boston Saves Financial Check-Ups. This includes explaining Boston Saves and the Financial Check-Up program to potential clients, screening clients for readiness and eligibility, assisting the Lead Financial Guide with interpreting and advising on a client's credit report, and referring clients to other services. The Financial Guide Intern will work together with the Lead Financial Guide at the five schools in the Grove Hall area at which the program is being offered.

Training Description:

Interns are required to take a TWO-part training. Part ONE is an online training that focuses on the introduction to the Financial Check-Up and credit advising. This online training must be completed prior to attending the Part TWO 1-day classroom training. The Part TWO (3-hour) classroom training is focused on the financial check-up and practice material. All interns are required to pass the IRS Standards of Conduct certification exam. Office of Financial Empowerment staff will work with the intern to schedule a training date in September 2019 that works for the intern's schedule.

Prerequisites:

- No prior experience needed. We will train!
- Reliable
- Bi-lingual in Spanish a plus

Commitment:

- 15-20 hours a month from late September 2019 to April 2020 (possibility of hiring intern for Fall semester only)
- Possibility of some nights
- Training commitment as noted above
- \$1,000 stipend

Please send your resume to sayyida.jean-charles@boston.gov

