

Consumer Credit Counselor Administrative Coordinator

Triangle Family Services seeks a dynamic and dedicated **full-time Administrative Coordinator** for our Financial Stability Division, which provides a variety of supportive services to individuals and families experiencing financial hardship. Services include but are not limited to financial counseling and coaching; foreclosure and eviction prevention assistance; and basic needs resources for those experiencing homelessness.

Responsibilities:

- front-line phone and email support for client requests and inquiries, appointment requests and follow-up needs;
- handle document and file management;
- ensure that clients and counselors are adequately prepared for counseling sessions;
- provide logistical support for workshop events;
- compile, track, reporting and compliance for various contract(s)
- assist with program data collection.

Desired Experience, Education, Skills and knowledge:

- Strong time management skills
- Demonstrated multi-tasking abilities
- Computer and database proficiency
- Experience dealing with clients in vulnerable or crisis situations
- Critical thinking and problem-solving skills

Bilingual (English-Spanish) capabilities are a plus.

Job type: Full-time