

**Financial Trainer**  
Position Description

*Reports to Program Coordinator*

Responsibilities

- Work with Program Coordinator to coordinate financial education workshop schedules
- Market, coordinate, and deliver Kahua Waiwai Youth and Family Financial and Housing Education workshops
- Create financial and housing education group workshop folders
- Complete and submit project participant sign-in sheets and Training Reports following each workshop
- Distribute and collect Pre- and Post-Workshop Participant Evaluation Forms
- Serve as training mentor to youth interested in delivering Kahua Waiwai youth financial education workshops
- Assist Program Coordinator in community outreach to secure partnerships with community-based, education, and financial organizations, as needed

This is a part-time, temporary position totaling 450 hours.

Compensation

- \$3,000 gross pay based on hours worked and \$1,527 end-of-service education award

Qualifications

- Kahua Waiwai Financial Trainer Certification
- Experience working with children and teenagers
- Working knowledge of Microsoft Office© (Word, Excel, Publisher)
- Understanding and appreciation of Native Hawaiian culture and traditional economic practices
- Willingness to train youth to deliver financial education workshops
- Ability to travel to neighbor islands, as needed
- Ability to travel for training certifications, as needed