Financial Fitness Intern

Founded in 2004, Urban Upbound is an economic development organization located in Long Island City, dedicated to transforming and improving public housing neighborhoods and helping residents achieve economic stability and mobility through financial empowerment and providing access to capital.

The Financial Fitness Program at Urban Upbound focuses on empowering New Yorkers with the education and resources needed to make sound financial decisions to improve their financial stability. The Financial Fitness Program works towards this goal by assisting individuals in establishing and repairing credit, managing debt, creating a realistic spending plan, and working on behavioral and emotional issues with managing finances. Financial counselors work with clients on achieving long term goals, such as paying down debt, owning a home, accessing a college education, and making sound investment decisions.

The Financial Fitness Program Intern will work closely with the financial counselors in helping to improve overall programmatic operations. This may include assisting counselors in outreaching to clients, improving and updating marketing material and curriculum, and assisting with the organization of operations. The Intern may also have the opportunity to work on special projects, such as evaluation of program, including creating surveys and focus groups of clientele and measuring efficacy of financial education.

The Financial Fitness Intern will also work closely with Tenant Advocacy Academy and other benefits programs, such as SNAP and a Health Navigator. The Tenant Advocacy Academy is a program that works to strengthen residents’ rights as well as educate them about their responsibilities. The Intern will provide assistance in attending Tenant Association meetings and being involved in the community, program marketing and outreach (including, but not limited to, creating marketing materials and attending events), and helping to set up and manage the bi-monthly Tenant Advocacy Academy, including curriculum development, program delivery and managing client outreach.

Responsibilities include:

- Outreach and market to current and potential clients which may include attending events, creating fliers, and updating marketing materials
- Research best practices and evaluation of program delivery
- Assist counselors in managing client files and cases
- Communicate with Program Supervisors on updating programmatic materials
- Assist in management of Tenant Advocacy Academy
- Understanding of all Urban Upbound Programs and be well versed in all programs and mission of organization

Ideal Candidate will possess the following traits:

- Commitment to helping social empowerment and economic development
- Willingness to work with challenging clients
- Entrepreneurial spirit and ability to take action with tasks and program operations
- Ability to speak another language helpful
- Prior work experience working with low income communities
- Effective communicator

Supervisor Contact

- Robin Wilson, Director: rwilson@urbanupbound.org
To apply, please contact email to financialfitness@urbanupbound.org