



Student Debt Financial Counselor – Albany

Empire Justice Center, a highly respected, statewide legal services organization, is seeking a Student Debt Financial Counselor to join our team. This is an opportunity to join one of the most effective organizations serving low-income individuals and families in New York State.

Empire Justice Center attracts and employs dedicated, determined, and passionate advocates who, together, make a significant impact on the lives of low-income New Yorkers. We achieve our successes through direct legal representation and high-impact litigation, legislative and administrative advocacy, and by providing training and technical assistance to other advocates who are working towards the same goals.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development. Our current openings are for one (1) Foreclosure Prevention Services Coordinator to work in one of our offices located in Albany, Rochester, or Central Islip on Long Island.

Position Description:

The Empire Justice Center is pleased to announce an opening for a full-time Student Debt Financial Counselor for its new Education Debt Consumer Assistance Program (EDCAP). EDCAP was created by Community Service Society of New York (CSS) to help New Yorkers struggling with student debt to navigate the student loan repayment system and regain financial health. The Counselor will assist with the development of EDCAP within Empire Justice and provide direct services to individuals in the Capital Region with student debt.

Primary responsibilities will include:

- Providing information and advice to student loan borrowers based on their specific circumstances
- Helping student loan borrowers apply for relief through cancellation, forgiveness, or discharge programs
- Conducting outreach and education presentations on higher education debt related topics
- Preparing training materials and fact sheets, as needed
- Maintaining thorough case records of services provided, advice and/or referrals
- Ability to recognize and contribute to reporting of program trends and statistics
- Other responsibilities identified by Supervisor

Candidates for this position should possess:

- BA, relevant advanced degree, or equivalent experience
- Experience conducting outreach, trainings, and presentations
- Experience providing customer service assistance
- Proficient with MS Office required
- Ability to provide information in a fair and impartial manner which is culturally and linguistically appropriate.
- Strong written and verbal communication skills required
- Knowledge of personal finance
- Knowledge of or interest in student loans preferred
- Spanish speaking desired

The maximum salary is **\$46,696** for this role. Salary is commensurate with experience and based on the organization's salary scale. Empire Justice Center offers a generous benefit package, including health insurance, life insurance, vacation, holiday and sick time. We are an organization that supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer who desires a diverse work force. People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender are welcomed and encouraged to apply.

If interested e-mail a resume, and contact information for three professional references aware of this application to **employment@empirejustice.org**. Please include **Student Debt Financial Counselor, First/Last Name to the subject line** of the email. No phone calls or hard copies please.

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employment@empirejustice.org