



About the Latin American Association

Founded in 1972, the Latin American Association (LAA) is the longest serving and largest provider of social and immigration legal services in Atlanta's Latino community. Last year, our services and programs impacted more than 40,000 individuals.

The LAA is a 501(c)(3) nonprofit organization.

Vision: Opportunity for All

Mission: To empower Latinos to adapt, integrate and thrive

In addition to its historical footprint in Metro Atlanta, the LAA is expanding its services statewide, with new offices in Athens and Dalton. This position would be based in the LAA's new Dalton office.

Job Title: Program Manager (Dalton, GA)
Focus Area: Administration
Reports to: Administration
Status: Full Time/Salaried/Exempt
Location: LAA Dalton Office

Position Purpose: The LAA seeks a talented program manager to help support multiple programs and initiatives in its Dalton office. Successful applicant must be a self-starter and have experience in program management, and marketing/outreach to build partnerships, and raise program awareness.

Duties and Responsibilities:

- Manage and oversee internal operations of the Dalton office, including office hours, budget management, petty cash, equipment, office and outreach supplies, etc.
- Maintain and communicate to the LAA Administration any issues on Dalton's building security, safety and evacuation plans in case of any emergencies. This includes inclement weather forecast communication, etc.
- Train new staff on Dalton office operations and keep records on volunteers and interns schedule
- Communicate regularly and effectively with Dalton's staff and Managing Directors of each program
- In partnerships with the Managing Directors of each program and Communications Manager, promote the programs offered at the Dalton office and recruit clients and participants
- Support efforts to develop strategic partnership relationships with government agencies and other nonprofit organizations to increase a range of community resources and services to participants, save administrative costs, and expand the organizational branding and credibility
- Support internal communication with all LAA programs at the LAA Dalton Office
- Supporting ESL program, including:
 - Administering ESL placement tests
 - Collecting ESL tuition payments and book payments
 - Promotion of ESL classes



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- Support citizenship and naturalization programming and outreach
- Other office management-related duties as assigned

Qualifications:

- **Fluency in English AND Spanish *REQUIRED*, both written and spoken**
- Bachelor's degree required, nonprofit or human services management degree strongly preferred
- Experiencing in fundraising is a plus
- Strong organizational skills and attentive to detail
- Ability to multitask and work in fast-paced environment
- Strong interpersonal and communication skills, oral and written
- Strong analytical and writing skills
- Excellent computer skills and office administration skills
- Sensitive to needs of low-income and culturally diverse clientele
- Previous experience working with immigrant communities

Applicant may be required to successfully pass a background check, including education verification, criminal history and DMV history, as a condition of employment.

Compensation: Competitive salary and benefits commensurate with experience.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Submit resumes and qualifications to esirk@thelaa.org.

Learn more about the LAA at www.thelaa.org.