



### 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

**Job Title:** Economic Empowerment Coordinator  
**Focus Area:** Economic Empowerment  
**Reports to:** Managing Director of Economic Empowerment  
**Status:** Full Time/AmeriCorps VISTA/STIPEND  
**Start Date:** November 13, 2018 (1 Year Service Term)

**About the AmeriCorps VISTA Program:** This position is offered through the AmeriCorps VISTA program. Founded in 1965 as Volunteers in Service to America, VISTA is a national service program designed to fight poverty in America. AmeriCorps VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. They focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and assist low-income communities.

More information about AmeriCorps VISTA and the program's compensation and benefits can be found here:

<http://www.nationalservice.gov/programs/ameriCorps/ameriCorps-vista>.

AmeriCorps VISTA is open to all U.S. citizens, nationals, or lawful permanent residents age 18 and older. All interested candidates are encouraged to apply.

Two sentences: The Latin American Association is fighting poverty in Georgia's Latino communities. Join our Economic Empowerment team to build partnerships and resources to end poverty.

### Duties and Responsibilities:

- Represent the Latin American Association (LAA) at community and corporate events, meetings, and conferences, including making presentations about the organization's economic empowerment programs, services, and events
- Network with community members and stakeholders to expand the LAA's contacts and relationships

- Assist with the development and implementation of new partnerships and pilot programs
- Develop informational and educational materials for Latinos on employment issues and resources
- Work with program staff to optimize administrative process for managing the LAA's language programs to increase effectiveness and efficiency
- Develop and implement strategies to increase participants in the LAA's economic empowerment programs and services, including the women's economic empowerment program, English and computer classes, employment events, women's conference, and more
- Identify new earned income opportunities to support the work of the LAA's economic empowerment focus area and strategies for increasing revenue from existing fee-based services
- Coordinate volunteers for economic empowerment programs and events
- Complete and submit weekly activity logs

**Qualifications:**

- *Fluency in Spanish preferred but not required*
- **Bachelor's degree in related field preferred**
- **Professional demeanor and confident presentation skills**
- **Exceptional presentation and written and oral communication skills**
- **Attention to detail and strong organizational skills**
- **High degree of proficiency in Microsoft Word, Excel, and Power Point**
- **Demonstrated ability to work independently and in a team environment**

**Compensation:** This position is offered through the AmeriCorps VISTA program. Compensation includes a living allowance of approximately \$12,000-\$15,000 annually and education award (\$5,000) or end-of service stipend (\$2,500). Other benefits include health benefits and, if applicable, compensation for child care and relocation assistance.

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.

Apply online at the AmeriCorps VISTA website: <https://bit.ly/2xd4Wsa>

Learn more about the LAA at [www.thelaa.org](http://www.thelaa.org).