



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: Computer Class Instructor
Type: Part Time
Department: Economic Empowerment

Job Description:

Teach Windows Basic, Internet/Email, Excel, PowerPoint, and Word courses to Spanish-speaking adults. For all courses, candidates are expected to keep class records, assist with placement testing if necessary, attend staff meetings, and participate in faculty projects.

Hours:

Teach morning (9:30am – 11:30am) and/or evening (6:30pm – 8:30pm) adult computer classes 2 days a week: Monday through Thursday and/or Saturdays (9:30am – 12:30pm). Minimum class time of 3 hours per week.

Preferred Qualifications:

- Bachelor's degree
- 3 years of relevant experience with adult learners preferred.
- Advanced to native-level Spanish proficiency is required. Candidates should have excellent communication skills, be enthusiastic and show evidence of dedication to the profession.

Must have advanced to expert understanding of:

- **Computer Maintenance:** basics of computer hardware, types software, file maintenance, virus protection
- **Microsoft Word:** text boxes, symbol insertion, search/replace feature, text alignment, formatting, tables, columns, objects, images, etc.
- **Internet Explorer:** types of Internet access, navigation and search strategies, favorites, history, access functions, personalization of navigator, etc.



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- **Email:** sending, receiving, attachments, safe transactions, password protection, newsgroups, email lists, email regulations, etc.
- **PowerPoint:** copy/move/delete slides, indenting and spacing, create/ modify/ format/ group-ungroup/ order graphics/objects, charts, lines and forms, insert sounds and movies, animate text, hide slides, change slide transitions, etc.
- **Excel:** workbooks/sheets, basic formulas, auto fill, borders and shading, row and column height, cell alignment, page breaks, hide/show sheets, lock/unlock cells, graphics/images, slide intervals, etc.

Compensation:

Based on credentials and experience

Application Procedure:

Send your resume to ycastles@thelaa.org

Due to the high volume of résumés received, only applicants that meet the requirements will be contacted.