



### 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:** *LAA Victims of Domestic Violence Internship*

**Type:** Temporary – Volunteer Internship (*Unpaid*)

**Department:** Family Stabilization and Well-Being

**Applications:** To apply, please send your resume and a brief email explaining your interest in the program to Ricardo Quiñonez ([quinonez@thelaa.org](mailto:quinonez@thelaa.org)), Victims of Violence Case Manager.

#### Position Summary:

The LAA Victims of Domestic Violence Program Intern provides culturally appropriate information (i.e. referrals & assistance) to low-income, Spanish-speaking, first or second-generation Latino immigrants. Services may extend to other limited English proficiency individuals LAA serves as well. This position will support the agency's goal in strengthening its capacity to serve victims of domestic violence who may otherwise have difficulty accessing services due to language and cultural barriers.

#### Internship duties/responsibilities:

1. Provide clients with a brief orientation about the Family Well Being Department, (by phone and/or in person), intake clients, complete pre-screening forms and provide information about programs eligibility and supporting documents require.
2. Promote and recruit of participants in all programs and support programs such as Latino Homeless Prevention program, SNAP outreach program, and other FWB services.
3. Support and coordinate food pantry activities and participate on food distribution events/access to nutrition.
4. Conduct and/or support outreach events in the location.
5. These include development and distribution brochure, power point presentation or materials to promote program, services, and events
6. Assist with the data entry.
7. Gathering information about community resources and potential partnerships
8. Support partnerships and collaborations with organization serving Hispanic/Latinx or immigrant communities.





**An internship with this department presents an opportunity to gain a full understanding of the needs affecting metro-Atlanta's Latino population and the following:**

1. Gain exposure and experience in the field of social work and social services.
2. Develop a working knowledge of federal aid programs, such as SNAP, TANF and CHIP, etc. and how these programs apply to the Latino demographic.
3. Gain skills related to the Spanish language and exposure to a bicultural/bilingual learning experience in the field of social and community services.
4. Learn and implement organization policies including privacy and confidentiality policies within social services programs.
5. Develop a positive attitude, cultural diversity skills, social intervention skills, and a strong desire to help the community.
6. Serve as an integral part of community events and outreach activities for the Latinx/Hispanic communities.
7. Learn how to relate effectively with people of diverse cultural and economic backgrounds.

Qualifications:

- Fluency in English and Spanish required (both written and oral)
- Strong interpersonal and communication skills, both written and oral
- Ability to multitask and work in a fast-paced environment
- Excellent team work skills, time management, and detail oriented
- Excellent computer skills and office administration skills
- Willing to work remotely and in-person.

To submit a resume or for more information, please contact Ricardo Quinonez [RQuinonez@thelaa.org](mailto:RQuinonez@thelaa.org).