



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: Inspira-Path to Success Program Coordinator

Type: Part Time

Department: Youth Services

Position Summary:

The Inspira-Path to Success Program Coordinator will work to ensure High School seniors and beyond have a plan for their future, whether it be career oriented or college/ university oriented.

Essential Duties:

- Implement and enhance the Pathway to Success program
- Manage the College HUB initiative by providing one on one counselling to students and creating events to promote college/university at this space.
- Assist in the Latino Youth Leadership Academy by collaborating with program manager in designated activities.
- Develop successful and trusting relationships with students, parents, partner organizations and schools to provide better information/ services to clients
- Evaluate program effectiveness and monitor progress.
- Monitor student academic progress to ensure student academic success.
- Serve as a liaison between cluster feeder schools, LAA, partners, and colleges to ensure all students are on track to graduate on time.
- Arrange field trips, college tours, enrichment activities and service-learning activities
- Must be flexible with hours, some weekend/evening hours are required
- Work with the team on the planning and implementation of the Latino Youth Leadership Conference.
- Other duties as assigned

Qualifications and Requirements:

- Bachelor's degree in related field (education, human services, or counseling)
- Experience working with middle and high school setting, or K-12 programs
- Must be a collaborative team player, detail oriented, have ability to work independently
- Have working knowledge on challenges and issues of immigrants, 1st generation Latino students, low-income families, socially, economically and politically
- Demonstrated proficient knowledge of computers (Microsoft Word, Excel, Publisher), multimedia usage and database management
- Proficient bilingual English and Spanish oral and written language skills
- Excellent written, oral presentation, and interpersonal skills
- Strong organizational skills and attention to detail

Send your resume to: evelez@thelaa.org