



Job Title: **WFD - Job Placement Coordinator**  
Department: Economic Empowerment Department  
Reports to: Jose Valer – Training Program Manager  
Status: Full time position 40 hours

The Economic empowerment Program is opening temporary position based on grant resources availability. This position is ideal for Bilingual/Multicultural professional with economics, social work, human services, education or related field background who are seeking to increase their experience and knowledge around working with Latinx /Immigrants communities.

The position intent to support the broad activities in the Workforce Development (Employment Services) Program. The characteristics crucial to success in the position include community development commitment, excellent employers relationship development, great communication skills, goal oriented, data processing and management and a strong appreciation for working in a collaborative, inclusive, diverse, and participative environment.

**About LAA:** The mission of the Latin American Association (LAA) is to empower Latinos to adapt, integrate and thrive. Our vision is 'Opportunity for all.'

Founded in 1972 to serve Atlanta's then-emerging Latino population, the LAA has grown to become the region's leading agency representing Latino issues. The LAA invests in individuals' and families' abilities to pursue education, employment and other opportunities that lead to improved economic stability and quality of life. Our 50 year history and community-based mission render the organization truly unique in its work and capabilities. The LAA stands as the oldest, most trusted and only fully bilingual organization in the region focused exclusively on the needs and concerns of the Latino community.

Serving nearly 55,000 individuals each year, the LAA offers Atlanta area Latinos an extensive range of evidence-based services, programs and supports to help them fully and successfully integrate into the community. Our focus areas & programs include: Family Well Being; Economic Empowerment; Immigration Legal Services; Youth Education and Advocacy.

**Program Goal:** The Workforce Development Program aims to support the Latino Community members to prepare and find the meaningful and sustainable job career connected with their capabilities

**Position Purpose:** The WFD Job Placement Senior Support will work as a member of Economic Empowerment Unit and specifically in the WFD Program to lead the job placement activities.

Develop, implement and manage a variety of job placement, including assessment for job readiness, career exploration, navigation, and job preparation skills coaching and/or counseling. Will be responsible to create, update and manage a job seekers and employers requisitions data base for an effective hiring process.

**Duties and Responsibilities:**

- Reach out job seekers, training programs students and LAA walk in clients to support in their job search and placement efforts.  
Support in outreach activities. follow up the promotion activities, contact partners and identifying new strategies and contact potential job seekers (including Training Programs students).
- Establish a community source of potential job seekers
- Implement job seekers assessment at the entry point



- Develop and manage job seekers data base with relevant information oriented to search and find jobs.
- Promotion and management of the LAA Online Job Bank and LAA resume database
- Develop and manage a data base of job requisitions from employers
- Provide intensive case management services to job seekers.
- Connect clients with companies with job openings or potential career opportunities. Support clients on their job hiring process.
- Maintain accurate case files, client records and other agency documents.
- Provide monthly and quarterly service reports.
- Comply with all organizational, departmental and program guidelines, policies and procedures.
- Support other activities that the WFD Program team is involved.
- Attend required meetings

#### **Qualifications**

- Fluency in both English and Spanish
- Experience in job placements
- Bachelor's degree in Business, Economics or related field desirable
- Excellent written, oral presentation and interpersonal skills
- Strong organizational skills and attention to details
- Goal oriented
- Ability to work with people of diverse backgrounds
- High level of proficiency in Microsoft Word, Excel and Power Point

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.

To submit a resume or for more information, please contact to Jose Valer at [jvaler@gmail.com](mailto:jvaler@gmail.com).

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