



Latin American
Association

Oportunidad para todos

Job Title: Bilingual Business Education Instructor
Department: Workforce Development
Reports to: Latinas Economic Empowerment Program

Latin American Association
Human Resources Department

About LAA: The mission of the Latin American Association (LAA) is to empower Latinos to achieve their educational, social and economic aspirations. Our vision is “Opportunity, Education, Access”

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 invest in immigrant individuals’ and families’ abilities adapt, integrate and thrive as contributing members of the larger community. Our 42 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.

Impacting over 36,000 individuals each year, our core programs include: Family Services; Employment Services’ Women’s Economic Empowerment Program; Domestic Violence Legal Program; Immigration Legal Services; Education and Language Programs; and Youth Programs.

Position Purpose: The LAA seeks a talented bilingual professional to serve as Business Education Instructor for the Latina Economic Empowerment Program. The LEEP was launched by the Latin American Association in 2014 with a goal of empowering immigrant women to achieve economic self-sufficiency. Programming includes education, job training, entrepreneurship and advocacy. The curriculum used will be *NxLevel for Micro Entrepreneurs*, a 15-week, critically acclaimed micro-enterprise development curriculum used throughout the country. As part of the Business Education Instructor Training, each Instructor will attend curriculum training (a \$3000 value) and obtain their NxLevel Certificate, certifying their ability to teach this curriculum, a valuable tool and investment for professional growth.

Key responsibilities:

- Instruct a weekly business education course for immigrant women
- Adapt an existing curriculum to meet the needs of the class and document changes to curriculum
- Provide one-on-one assistance for students challenged by the material and concepts
- Coordinate with Latina Economic Empowerment Program and co-instructors on a regular basis

Qualifications:

- ***Fluency in English AND Spanish REQUIRED***
- Experience teaching immigrant populations adults and/or non-traditional learners
- Degree in Business Administration or related field and relevant work experience
- Previous work, involvement, and knowledge of the Atlanta Latina/o community and culture
- Dynamic, engaging, and flexible teaching style along the development spectrum
- Comfortable working both independently and as part of a team, with strong collaborative skills
- Understanding of an commitment to the mission of the LAA and the Latina Economic Empowerment

This job description should not construe 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.

Submit resumes, qualifications and salary requirements to mcucalon@thelaa.org

Learn more about the program at www.thelaa.org/es/avanzandojuntas/