

Job Title: Latina's Economic Empowerment Program Coordinator
Department: Economic Empowerment
Reports to: Latina's Economic Empowerment Program Manager
Status: Full-Time
Salary: Commensurate with experience

About LAA: The mission of the Latin American Association (LAA) is to empower Latinos to achieve their aspirations for academic, social and economic advancement. 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 invests in individuals' and families' abilities to pursue education, employment and other opportunities that lead to improved economic stability and quality of life. 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.

Serving nearly 40,000 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 core programs include: Family Services; Employment Services; Domestic Violence Program; Immigration Legal Services; Education and Language Services; and the Latino Youth Academic Achievement Initiative.

Position Purpose: With a purpose of empowering Latina women to realize their full potential through economic advancement, the Latina's Economic Empowerment Program at the Latin American Association represents a concerted effort to address the barriers that perpetuate Latina women's low economic status. Central to this is the LAA's strong commitment to gender equality and the promotion of women's active economic, social and civic participation.

The framework of this program is based on best practices in women's economic empowerment to create access to resources and opportunities through culturally and linguistically appropriate education, vocational training, entrepreneurship and advocacy.

The LAA seeks a talented professional with strong program management, training and economic development experience for the position of Latina's Economic Empowerment Program Manager. The Program Manager will be responsible for the management and delivery of all activities related to the program at the Latin American Association.

Key responsibilities:

- Coordinate and develop the implementation of the Latina's Economic Empowerment Program at the Latin American Association in Dalton and surrounding cities.
- Support in the coordination of special events such as workshops, conferences, community outreach events or others.
- Maintain client files and utilize the Efforts to Outcomes database and other tools to collect and maintain data for the optimization of the overall program and the developing of the Small Business Directory

Qualifications:

- ***Fluency in English AND Spanish REQUIRED***
- Bachelor's degree in related field required
- 1 year experience in economic development, workforce development in a non-profit setting preferred
- Demonstrated interest and experience in women's entrepreneurship and enterprise development
- Ability to analyze both quantitative and qualitative data, evaluate effectiveness of programming and adjust as indicated
- Experience coordinating events
- Comprehensive understanding of the needs of the Latino community
- Excellent presentation and written and oral communication skills in Spanish and English
- High degree of proficiency in Microsoft Word, Excel and Power Point
- Demonstrated ability to work independently and in a team environment

Skills

- Leadership skills.
- Adaptability.
- Self-motivation.
- Organizational skills.
- Close attention to detail and the ability to plan
- Ability to work under pressure.
- Administrative and clerical skills.
- Interpersonal skills, including excellent written and verbal communication

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.

Submit resumes and qualifications to Mdelvalle@TheLAA.org

Learn more about the LAA at www.thelaa.org.