



**The Latino Academy of Workforce Development**  
*2909 Landmark Place, Madison, Wisconsin*

**Position Description**

**Position Title:** ESL Workplace Coordinator

**Department:** Workforce Development

**Location:** 2909 Landmark Place, Suite 203, Madison, WI 53713

**Reports To:** Director of Education

**Position Type:** Full-Time

**Statement of Commitment to Equity & Inclusion**

The Latino Academy provides a vibrant work environment in which diversity and differing opinions are valued, creativity is encouraged, learning and continuous improvement are cultivated, teamwork and open/honest communication are modeled, and meeting the needs of our students through quality service is absolute. All employees must demonstrate the ability and skills to work with others who are culturally different from oneself in meaningful, relevant, and productive ways. Applicants from all walks of life are encouraged to apply.

**Definition of Position:**

The **ESL Workplace Coordinator** is primarily responsible for successfully guiding students to gain ESL proficiency so they can advance toward their employment and educational career goals. This position will coordinate ESL Workplace programs by developing meaningful relationships to motivate students, assist in developing student career pathways, and connecting students to family sustaining career opportunities. The person in this position will support program reports by collecting and appropriately filing the required data. The ESL Workplace Coordinator must be bilingual (English/Spanish), flexible and passionate about adult education and an advocate for students of the Latino Academy. The ESL Workplace Coordinator will be primarily working with young-adults ages 18 to 26 and adults ages 26+.

- **Position:** Full-Time, Hourly, including evenings and some Saturdays
- **Wage Range:** \$42,000 – \$45,000
- **Location:** 2909 Landmark Place, Suite 203, Madison, WI 53713 with free parking
- **Contact:** Submit a cover letter and resume to **Antonella Diaz** at [antonella@latinoacademywi.org](mailto:antonella@latinoacademywi.org).
- **Application Deadline:** Open until filled

**Competitive Benefits Include:**

- Staff development opportunities
- Health insurance - Employer contribution: Individual 85%, Family 75%
- Dental insurance
- Vision care insurance
- Flexible spending account
- Employer-Sponsored disability benefits
- Short-term and long-term disability insurance
- Life insurance
- Employee assistance program
- Sick pay
- Paid time-off for vacation
- Holidays - 9 holidays
- Floating holidays - 4 floating days
- Day-after-Thanksgiving paid day off
- Paid days off from December 26 to December 31 without employees having to use their vacation time
- Retirement matching 401k contributions - employer matches up to 5% of employee contributions

**Key Responsibility Areas:**

**A. Case Management (50%)**

- Recruit, pre-screen and register new students for Latino Academy's ESL programs.
- Conduct placement test, new student orientation and transitioning student orientation.
- Assist with occasional class instruction as needed.
- Be willing to attend professional development trainings and conferences at state and national level.
- Create academic/career plans with students and establish formal relationships as case manager.
- Track student progress through diverse programs, collect, and enter data in the database.
- Contact students weekly for class reminders, to schedule exams, and foster relationships.
- Create student resumes.
- Conduct students' Personal Education Plans (PEP).
- Knowledgeable about available educational and community resources.
- Foster student accountability, self-advocacy, self-awareness and effective use of resources.
- Connect students to employment opportunities before, during or after graduation/program completion.
- Maintain ongoing relationships with graduates and follow up 3, 6 and 12 months after graduation.
- Solicit student, instructor, and volunteer feedback on program experience.
- Present and/or coordinate workshops on topics that supplement and support instructional curriculum.

### **B. Volunteer Management (10%)**

- Recruit and manage volunteers.
- Develop and implement tutor training each semester.
- Match students with tutors based on schedules and academic needs.

### **C. Program Coordination (30%)**

#### **Marketing & Outreach (Specific Duties)**

- Strengthen connections with the community.
- Lead marketing efforts for ESL programs (flyer creation, social media, recruitment plan, et al).
- Manage social media content and frequent communication with students.
- Attend various community and recruitment events as assigned.

#### **Coordination & Communication (Specific Duties)**

- Work closely with Madison College and other educational institutions, establish strong relationships and a fluid communication with relevant partner agencies.
- Work closely with employers for Workplace ESL programming.
- Oversee logistics and execution of ESL classes.
- Organize orientation materials/introduction packets for all classes.
- Conduct weekly meetings with the program supervisor to update staff on student/program progress.
- Assist Education Director to ensure program outcomes are achieved.

### **D. Administrative Support (10%)**

- Maintain a neat and orderly atmosphere in the reception area/front office.
- Provide data entry support during registration and ongoing trainings.
- Front desk coverage as needed.
- Assist in special events, such as fundraising activities, annual picnic and graduation ceremonies.
- Assist with quarterly reports

### **Qualifications and Skills:**

- Excellent written and verbal communication skills in Spanish and English.
- Solid knowledge of English grammar to perform student assessments.
- Experience as instructor or facilitator.
- Proficient in Microsoft Office and Google Drive Suite: docs, spreadsheets, forms...; and ability to learn new software as needed.
- 3 years of relevant experience working with the community, adult education, workforce development, and/or diverse populations.
- Associates/Bachelor's Degree or four to six years of relevant work experience.
- Experience working and/or volunteering with nonprofits.



### **Qualifications and Skills (Continued):**

- Ability to work on delegated tasks with minimal supervision, self-motivated, and able to handle several projects at one time.
- Excellent organizational skills and attention to detail. Ability to gather data, compile information and capacity to create, enhance, and systematize tasks to improve the programs.
- Fast learner able to adapt to changing duties based on program needs or new programming.
- Solve problems efficiently through a deep knowledge of the programs administered.
- Calculated risk-taker with an eye for taking the initiative to innovatively grow programs and services.
- Previous success implementing, managing, and evaluating a program including building partnerships, and meeting deadlines.
- Passion for the mission and values of the Latino Academy.

### **How to Apply**

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience for this position to **Antonella Diaz** at [antonella@latinoacademywi.org](mailto:antonella@latinoacademywi.org). Please include "**Workforce Development Coordinator**" in the subject line of the email.

### **Application Deadline**

Open until filled

The Latino Academy thanks all applicants for their interest, but only those selected for an interview will be contacted.