



The Latino Academy of Workforce Development

2909 Landmark Place, Madison, Wisconsin

Position Description

Job Title: GED Coordinator

Department: Education

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

Reports To: Director of Education

Position Type: Full-Time, Salary

Statement of Commitment to Equity & Inclusion

The Latino Academy fosters a vibrant work environment where diversity and differing opinions are valued, creativity is nurtured, and continuous learning and improvement are emphasized. We prioritize teamwork, open and honest communication, and delivering quality service to meet our students' needs. All employees are expected to engage effectively with culturally diverse individuals in a way that is meaningful, relevant, and productive. We welcome applicants from all backgrounds to join our team.

Definition of Position

The GED Coordinator plays a crucial role in guiding students toward obtaining their GED or HSED, facilitating their progression toward employment and educational career goals. This role involves coordinating the GED/HSED programs by building meaningful relationships, motivating students, developing career pathways, and linking them to sustainable career opportunities. The coordinator will also manage program data and support reporting requirements. Ideal candidates should be fluently bilingual in English and Spanish, demonstrate flexibility, and possess a passion for adult education and student advocacy. The primary focus is on young adults aged 18 to 26 and adults aged 26+.

- **Pay Status:** Full-Time, Salary, including some evenings and Saturdays
- **Wage Range:** \$42,000 to \$45,000
- **Location:** 2909 Landmark Place, Suite #203, Madison, WI 53713 with ample parking
- **Deadline:** Open until filled
- **Contact:** Email a cover letter and resume to **Antonella Diaz** at antonella@latinoacademywi.org.

Competitive Benefits Include:

- Staff development opportunities
- Health insurance - Employer contribution: 85% for individuals, 75% for families
- Dental Insurance
- Vision care insurance
- Flexible spending account
- Employer-sponsored disability benefits
- Short-term and long-term disability insurance

Competitive Benefits (Continued):

- Life insurance
- Employee assistance program
- Sick pay and paid vacation time
- 9 holidays and 4 floating days
- December 26 to 31 as additional paid days off without using vacation time
- 401k contributions with up to 5% employer match

Key Responsibility Areas:

A. Case Management (50%)

- Recruit, pre-screen, and register new students for Latino Academy's GED/HSED programs.
- Conduct placement tests, new student orientation, and transitioning student orientation.
- Assist with occasional class instruction and tutoring as needed.
- Be willing to attend professional development trainings and conferences at the 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.
- Follow up with students weekly to foster relationships and help them stay on track with the program.
- Create student resumes.
- Support students in writing educational statements in Spanish and help translate them to fulfill graduation requirements.
- Process paperwork and requirements for validation of foreign High School diplomas.
- Conduct students' Personal Education Plans (PEP).
- Knowledgeable about available educational and community resources, and post-secondary education.
- 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 a variety of topics that supplement and support the 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 GED/HSED programs (flyer creation, social media & recruitment plan and implementation.)
- Manage social media content and frequent communication with students.
- Attend various community and recruitment events as assigned.
- Coordination & Communication
- Work closely with Madison College and other educational institutions, and establish strong relationships and fluid communication with relevant partner agencies.
- Oversee logistics and execution of GED classes.
- Organize orientation materials/introduction packets for all classes.
- Develop weekly communications with the program supervisor and update staff on the progress of students and programs.
- Assist the Director of Education in making necessary program adjustments 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 picnics, and graduation ceremonies.
- Assist with quarterly reports

Qualifications & Skills

- Excellent written and verbal communication skills in Spanish and English.
- Solid knowledge of Language Arts and/or Math to be able to provide class instruction or tutoring as needed.
- 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.
- Associate's/Bachelor's Degree or four to six years of relevant work experience.
- Experience working and/or volunteering with nonprofits.
- 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.



Qualifications & Skills (Continued)

- 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 in implementing, managing, and evaluating a program including building partnerships, and meeting deadlines.
- Passion for the mission and values of the Latino Academy including an understanding of cultural competence.

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. Please include "**GED Coordinator Application**" 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.