



## **The Latino Academy of Workforce Development**

*2909 Landmark Place, Madison, Wisconsin*

### **Position Description**

**Job Title:** Workforce Development Coordinator

**Department:** Workforce Development

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

**Reports To:** Director of Workforce Development

**Position Type:** Full-Time, Salary

### **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 them in meaningful, relevant, and productive ways. Applicants from all walks of life are encouraged to apply.

### **Definition of Position:**

The Workforce Development Coordinator is primarily responsible for successfully guiding students to obtain industry-specific credentials and advance toward their employment career goals through Latino Academy's workforce tracks which include Transportation, Manufacturing, Construction, Information Technology, and Green Energy.

This position coordinates the needs and delivery of our training programs by developing meaningful relationships, motivating and assisting students in developing career pathways, and connecting them to family-sustaining career opportunities. Coordinators also support program reports by collecting and appropriately managing the required data. The Workforce Development Coordinator must be fluently bilingual in English and Spanish, flexible and passionate about adult education, and advocate for students and the mission of Latino Academy. The Workforce Development Coordinator primarily works with young adults ages 18 to 26 and adults ages 26+.

- **Pay Status:** Full-Time, Salary, including some evenings and Saturdays
- **Wage Range:** \$42,000 to \$45,000
- **Location:** 2909 Landmark Place, Madison, Wisconsin with ample parking
- **Deadline:** Open until filled
- **Contact:** Submit a cover letter and resume to **Antonella Diaz** at [antonella@latinoacademywi.org](mailto:antonella@latinoacademywi.org).

### **Competitive Benefits Include:**

- Staff development opportunities
- Health insurance with 85% employer contribution for individuals, 75% for families
- Dental and vision care insurance
- Flexible spending account
- Employer-sponsored disability benefits
- Short-term and long-term disability insurance
- Life insurance
- Employee assistance program
- Sick pay and paid vacation time
- 9 holidays and 4 floating holidays
- Additional paid days off from December 26 to December 31
- Retirement matching 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 workforce training programs.
- Conduct placement tests, new student orientation, and transitioning student orientation.
- Create academic/career plans with students and establish formal relationships as case manager.
- Track student progress, collect and enter data in the student's database.
- Contact students weekly for class reminders, schedule exams, and foster relationships.
- Create student resumes, cover letters, LinkedIn profiles, and support with mock interviews.
- 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 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. Administrative Support (10%)**

- Maintain a neat reception area and provide data entry support.
- Assist in special events and quarterly reports.



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

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

- Strengthen connections with the community.
- Lead marketing efforts for workforce 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 (Specific Duties)**

- Work closely with the Workforce Development Board of South Central Wisconsin, Madison College, and other training institutions, establish strong relationships and fluid communication with relevant partner agencies.
- Oversee logistics and execution of workforce trainings.
- 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 Workforce Development in making necessary program adjustments to ensure program outcomes are achieved.

### **Qualifications & Skills**

- Bilingual in Spanish and English with excellent communication skills.
- Proficient in Microsoft Office and Google Drive Suite.
- 3 years of relevant experience in community work, adult education, or workforce development.
- Associate's/Bachelor's degree or equivalent work experience.
- Ability to manage multiple projects with minimal supervision.
- Exceptional organizational skills and attention to detail.
- Quick learner with the ability to adapt to changing program needs.
- Innovative thinker with a passion for the Latino Academy's mission and 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](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.*