



**Job Title:** Latino Academy Student Economic Development Manager

**Non-profit Overview:** Latino Academy of Workforce Development began as a small program at Vera Court Neighborhood Center in 2011 in order to best serve the education and workforce needs of our community's Latino adults. Since then, the program has grown largely with a \$650K budget and 14 staff and instructors reaching hundreds of Latinos each year across all of south central Wisconsin. The Latino Academy currently serves 1,200 students annually. Latino Academy's programming aims to provide Latinos with the credentials, training, and case management necessary to obtain fulfilling, family-sustaining careers.

**Be part of an organization that is on its way to become the next nonprofit Latino organization in Wisconsin.**

**Position Overview:** The student economic development manager is primarily responsible for guiding adult students with successfully obtaining industry specific credentials and advancing toward their employment career goals through different programs such as the Transportation Academy, Bilingual Construction Training, Bilingual Manufacturing Training and Bilingual Customer Service Training, among others. The student economic development manager will coordinate innovative adult training programs by developing meaningful relationships to motivate students, assist in developing student career pathways and connecting students to better employment opportunities; as well as supporting program reports by collecting and appropriately filing the required data. The student economic development manager must be bilingual (English/Spanish), flexible and passionate about adult education and an advocate for students and the mission of Latino Academy.

**Supervisor:** Director of Workforce Development

**Hours:** This is a full time position including evenings and some Saturdays

**Annual Salary:** \$40,000 to \$45,000 with benefits

**Application Deadline:** November 29, 2021

**Key Responsibility Area: Program Coordination 30%**

**Specific Duties**

**Marketing & Outreach**

1. Strengthen connections with community and point person for Employment and Training Programs.
2. Lead marketing efforts for programs (flyer creation, social media & recruitment plan and implementation )
3. Manage social media content and frequent communication with students.
4. Attend various community and recruitment events as assigned.

**Coordination & Communication**

5. Work closely with the Workforce Development Board of South Central Wisconsin, Madison College and other training institutions, establish strong relationships and a fluid communication with relevant partner agencies.
6. Oversee logistics and execution of Employment and Training classes.
7. Organize orientation materials/introduction packets for all classes.



8. Develop weekly communications with program supervisor and update staff on progress of students and programs.
9. Assist Director of Workforce Development in making necessary program adjustments to ensure program outcomes are achieved.

### **Key Responsibility Area: Case Management 60%**

#### **Specific Duties**

##### **Case Management**

1. Recruit, pre-screen and register new students for employment and training programs.
2. Conduct placement exam, new student orientation and transitioning student orientation.
3. Create academic/career plans with students and establish formal relationships as case manager.
4. Track student progress through diverse programs, collect, and enter data in the database.
5. Contact students weekly for class reminders, to schedule exams, and foster relationships.
6. Create student resumes.
7. Conduct students' Personal Education Plans (PEP).
8. Knowledgeable about available educational and community resources.
9. Foster student accountability, self-advocacy, self-awareness and effective use of resources.
10. Connect students to employment opportunities before, during or after graduation/program completion.
11. Maintain ongoing relationships with graduates and follow up 3, 6 and 12 months after graduation.
12. Solicit student, instructor and volunteer feedback on program experience.
13. Present and/or coordinate workshops on a variety of topics that supplement and support instructional curriculum.

##### **Volunteer Management**

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

### **Key Responsibility Area: Administrative Support 10%**

#### **Specific Duties:**

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

#### **Qualifications and Skills:**

- Excellent written and verbal communication skills in Spanish and English.
- 5 years of relevant experience working with the community, adult education, workforce development, and/or diverse populations.



- Bachelor's Degree in related field.
- Experience working and/or volunteering with nonprofits at a leadership level preferred.
- Experience supervising staff and/or volunteers preferred.
- 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. 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 creating a budget, building partnerships, and meeting deadlines.
- Passion for the mission and values of the Latino Academy including an understanding of cultural competence.

This position description offers guidelines for the employee, however in no way limits the scope of the position nor limits opportunities for expansion of the duties and responsibilities of the employee.

Please send a cover letter and resume to Baltazar De Anda Santana, Latino Academy Executive Director at [baltazar@latinoacademywi.org](mailto:baltazar@latinoacademywi.org).