



Volunteer Title: Bilingual Administrative Assistant

Non-profit Overview: The Latino Academy of Workforce Development (LAWD) is a part of the Vera Court Neighborhood Center, Inc. (Vera Court Inc.) non-profit agency, which also includes the Vera Court Neighborhood Center and Bridge Lake Point Waunona Neighborhood Center. More about the Vera Court Inc. agency's programming and services can be found at www.veracourt.org/agency.

LAWD began as a small program at Vera Court Neighborhood Center in 2010 in order to best serve the education and workforce needs of our community's Latino adults. Since then, the program has grown into an organization with a \$400K budget and 14 staff and instructors reaching hundreds of Latinos each year across all of south central Wisconsin. LAWD's programming aims to provide Latinos with the credentials, training, and case management necessary to obtain fulfilling, family-sustaining careers.

Position Overview: Engage in your local Latino Community and make a difference at a great non-profit. This volunteer will help grow the Latino Academy and better serve our students.

Detailed Position Responsibilities:

- Answer phone (in Spanish) and take messages
- Heavy data entry during the first few weeks of the semester
- Assist with Facebook communications (in Spanish)
- Assist with marketing efforts (ie. flyer creation)
- Daily student calls for classes and special news
- Assist with newsletter
- Assist with grading and academic planning with students
- Clerical and administrative assistance

Preferred Skills:

- Proficient in Microsoft Office and social media
- Friendly and positive attitude
- Spanish speakers preferred

Hours: Monday-Thursday evenings year-round

Please fill out Volunteer Application found on our website and email to general@latinoacademywi.org