

**INDIANA  
LATINO  
INSTITUTE**



*A Trusted Voice.*

---

## **ILI Position Opportunity**

Workforce Development Specialist

## ILI MISSION

ILI's mission is to improve health and advance education for the Indiana Latino community through statewide advocacy, research, and culturally responsive programs.

## ILI VISION

Our vision is to be the source of authority and catalyst for change in all aspects of Health and Education that affect the Indiana Latino Community.

## WORKFORCE DEVELOPMENT SPECIALIST

The combined efforts of College Access, College Success, Workforce Development and Systems Change comprise the ILI Education Program. Together these components create a pathway to success for Indiana Latino high school students to college and into the workplace.

The Workforce Development Specialist works directly with college bound or current college students under the ILI Director of Workforce Development using an individual action plan to increase application, retention, and completion rates in higher education for Latino college students, and non-traditional students. The Workforce Development Specialist assists in other areas of the overall components of the Education Program such as Workforce Development.

## CANDIDATE QUALIFICATIONS

The ideal candidate for the Workforce Development Specialist will possess the following qualifications:

- A minimum of a bachelor's degree from an accredited university in education, higher education, social work, or related field such as youth services.
- Experience with case management, higher education with student support services, working collaboratively with community-based organizations and diverse communities, and managing and conducting community education and outreach.
- Two years or more of experience working with young adults.
- Knowledgeable on financial aid and professional development opportunities for college students
- Strong skills in planning, delegation, critical thinking, and organization.
- Non-profit work experience preferred.
- Available to work evenings and weekends when events are scheduled.
- Travel to schools and other sites throughout Indiana for meetings and events.
- Must have reliable transportation and valid driver's license and meet state required automobile insurance minimums.

### *Requisite Candidate Traits*

- Superior interpersonal skills and ability to work with a diverse set of individuals, both internally and externally while representing the organization.
- Strong public speaking and written communication skills
- Ability to work collaboratively in a team environment.
- Works well independently and/or in a group.
- Positive attitude and strong work ethic
- Ability to multi-task; prioritize competing projects and assignments.
- Interested in eliminating education disparities in the Indiana Latino Community
- High-energy individual who takes initiative with a positive outlook and can manage change.
- Demonstrates the ability to take the initiative on developing creative and innovative methods for outreach.

## PRIMARY ROLES AND RESPONSIBILITIES

Specific duties and essential skills for this position include:

- Recruit participants for Scholarship, Internship, Fellowship, Internship Through Partnership Programs
- Meet with college students to conduct initial assessments and create action plans; conduct ongoing follow up meetings and home visits as needed.
- Provide students with information to assist with access to educational and career resources.
- Partner with universities/colleges administrators to promote the ILI Education Programs
- Organize and execute workshops for students.
- Engage all program participants to effectively build a connection with the organization.
- Represent ILI at community and education events.
- Complete educational presentations to college/universities, organizations, and Latino serving institutions.
- Coordinate activities and communications involved in preparing and executing the summer internship program through the Workforce Development
- Coordinate meetings and communications for the selection process of ILI scholarships through the College Access and College Success
- Assist with planning of annual Indiana Latino Education Summit and College and Career Fair
- Maintain adequate safeguards for privacy and confidentiality of participants' information.
- Assist President & CEO with the completion of grant reports.
- Assist President & CEO by providing creative approaches to promoting and facilitation of program initiatives and events.
- Available to work evenings and weekends as needed.
- Perform other duties as assigned.

## ILI BENEFITS

- Competitive salary
- 20 Days Paid Time Off (PTO)
- 10 Days Paid Holiday
- Health Insurance (paid 100% premium)
- Dental Insurance (paid 100% premium)
- Vision Insurance (paid 100% premium)
- Life Insurance (paid 100% premium)
- Retirement Plan

## INTEREST IN THIS OPPORTUNITY

If you are interested in this opportunity, please submit a cover letter and resume to Marlene Dotson at: [mdotson@indianalatinoinstitute.org](mailto:mdotson@indianalatinoinstitute.org)

Position will remain open until filled.