

**INDIANA
LATINO
INSTITUTE**



A Trusted Voice.

ILI Position Opportunity

Workforce Development Specialist

ILI MISSION

ILI's mission is to advance Latino educational attainment and workforce preparedness statewide through advocacy, leadership development and culturally responsive programs.

ILI VISION

EXTERNAL: ILI envisions a thriving a proud Latino community in Indiana, benefitting from its education attainment and career opportunities, and civically and economically contributing to the communities in which they live.

INTERNAL: In reaching the Indiana Latino community's vision, ILI serves as a trusted voice and a catalyst for change on all aspects of education, workforce preparedness, and other pressing issues affecting Latino Hoosiers.

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 Latino college students with workforce preparedness opportunities through internships, scholarships, and college coaching.

CANDIDATE 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,
- Knowledge of navigating systems for students who are undocumented, DACA and U.S. Citizens in higher education and workforce development,
- Strong skills in planning, delegation, critical thinking and organization,
- Non-profit work experience preferred,
- Must have reliable transportation and valid driver's license and meet state required automobile insurance minimums,
- Available to work evenings and weekends when events are scheduled,
- Bilingual in English and Spanish (Strongly preferred).

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 College students 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, and follow up meetings in person/virtual for college coaching,
- 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 college 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 Directors with the completion of grant reports,
- Assist Directors by providing creative approaches to promoting and facilitation of program initiatives and events,
- Available to work evenings and weekends as needed,
- Travel to schools and other sites throughout Indiana for meetings, and
- Perform other duties as assigned.

ILI BENEFITS

ILI offers a competitive salary and benefits package.

- Competitive salary.
- 100% Premium for Health care, Dental and Vision
- Life Insurance
- Retirement Plan match
- PTO (20 days)
- 10 paid Holidays

INTEREST IN THIS OPPORTUNITY

Candidates interested in this opportunity should submit a cover letter, a resume, and the names and contact information for three references (names of two professional and one character reference) to ILI President and CEO Marlene Dotson at: **mdotson@indianalatinoinstitute.org**

References will be contacted if and when the candidate is a finalist for the position.

Position will remain open until filled.