

**INDIANA
LATINO
INSTITUTE**



A Trusted Voice.

ILI Position Opportunity

Workforce Development Coordinator

ILI MISSION

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

ILI VISION

ILI envisions a thriving and 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.

COLLEGE & WORKFORCE DEVELOPMENT COORDINATOR

The combined efforts of College Access, College Success, Workforce Development and Advocacy 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 Coordinator works directly with college bound or current college students, under College Success, using an individual action plan to increase application, retention, and completion rates in higher education for students, especially Latino students. This role includes communications with community partners to secure internship experiences and coordinate professional development opportunities. Workforce Development Coordinator assists in other areas of the overall components of the Education Program. The Workforce Development Coordinator reports directly to the Director of College Success.

CANDIDATE QUALIFICATIONS

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

- A bachelor's degree or higher, preferably in a relevant field
- Experience with higher education student support services
- Experience working collaboratively with community-based organizations and diverse communities
- Experience in the creation and managing of virtual training (ex. Webinars, FB Live)
- Two years or more of experience working with young adults (college students)
- Competent communication skills for writing and public speaking
- Knowledgeable about financial aid and professional development opportunities for college students
- Workforce development experience with activities that connect individuals with skills building opportunities
- Experience in using Salesforce, the CRM customer service platform ILI uses to manage and collect client data
- Competent communication skills for writing and public speaking
- Available to work evenings, early mornings, and weekend when events are scheduled
- Travel to schools and other sites throughout central Indiana for meetings and events
- Able to carry boxes and equipment, not more than 40 pounds

Requisite Candidate Traits

- Self-starter and independent worker, easily grasping complex tasks, with confidence to ask for assistance when needed
- Superior interpersonal skills and ability to work with a disparate set of individuals, both internally and externally while representing the organization
- Strong public speaking and written communication skills
- Works well independently and collaboratively in a team environment
- Positive attitude and strong work ethic

- Ability to multi-task; prioritize competing projects and assignments
- 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 program management

PRIMARY ROLES AND RESPONSIBILITIES

Specific duties and essential skills for this position include:

Workforce Development

- Recruit students to participate in the internship program
- Conduct application review meetings with student applicants
- Recruit and maintain communications with potential and secured internship sites
- Coordinate activities and communications involved in preparing and executing the summer internship program
- Manage all data collection for selected student interns
- Coordinate activities and communications involved in the offering of professional development opportunities
- Represent ILI at community and education events
- Conduct educational presentations to college/universities and organizations
- Create and manage all social media for program activities (flyers, social media content)

Reporting

- Maintain adequate safeguards for privacy and confidentiality of participants' information
- Assist Director of College Success with searching for and completion of grant applications
- Prepare reports and materials for ILI staff and the ILI board
- Compile data and document processes for mid and final grant reports

ILI events and Education program goals

- Assist with planning and execution of annual ILI events
- Complete other tasks, as assigned, that advance program goals and ILI's mission.

ILI BENEFITS

- ILI offers a competitive salary
- Health care, Dental and Vision
- Life Insurance
- Retirement Plan match
- PTO (20 days)
- 10 paid Holidays

INTEREST IN THIS OPPORTUNITY

If you are interested in this opportunity, please submit a cover letter and resume to Maria Quiroz at: mquiroz@indianalatinoinstitute.org

Position will remain open until filled.