**Job Title:** Latino Family Resource Center Coordinator

**Job Description:** Bilingual, community-oriented program coordinator needed to direct the Latino Family Resource Center at Vera Court Neighborhood Center for Madison's Northside residents. The Coordinator will provide translation, work one-on-one with community members to access social services, organize workshops on topics identified by the Latino community, and lead cultural events.

**Responsibilities:**

- Gather information on bilingual resources available in Dane County.
- Provide bi-lingual assistance to residents in areas of housing, government programs, referrals, employment, translation, etc.
- Facilitate and coordinate large resident-led support groups or events.
- Establish contacts with Latino families in the service area and facilitate integration of family members into center programming and community.
- Organize seminars in partnership with other agencies.
- Maintain daily/weekly written records monitoring program goals and completing quarterly and annual reports for use in grants, reports, etc.
- Work in conjunction with the Latino Academy of Workforce Development (LAWD) and other center programs.

**Qualifications:**

- Written and verbal proficiency in Spanish and English, including accurate and grammatically correct translation.
- At least 6 months of experience coordinating non-profit programs.
- Experience in writing reports and grants or professional writing skills.
- Experience supervising staff and volunteers.

**Vera Court Neighborhood Center**
**614 Vera Court, Madison, WI 53704 | 608.246.8372 | general@veracourt.org**

- Strong knowledge of range of services available in Madison/surrounding areas.
- Possess a high level of interpersonal skills and demonstrate cultural sensitivity.
- Professional etiquette both in person and on the phone.
- Detail-oriented; ability to multi-task, organize, and follow through.
- Demonstrate the ability to be a self-starter, be helpful, and work independently.
- Proficient computer skills with Microsoft Office.

**Hours:** 15-20 hours per week

**Wage:** $14.00/hour

**Application Deadline:** April 30, 2017. Please email cover letter and resume to general@veracourt.org