

Position: Suburban Latina Outreach Coordinator (Full Time)

Reports to: Senior Director of Program Services

Objective: The Wings Suburban Latina Outreach (SLO) is a new initiative. The SLO Coordinator will develop, implement, and maintain services through the use of volunteers.

- Coordinate and conduct volunteer screenings and interviews to identify candidates for the Suburban Latina Outreach.
- Participate in community presentations to recruit new volunteers for the SLO
- Provide referrals and services to clients.
- Develop, implement, and revise policies and procedures, protocols, requirements, supervision standards, and training materials for the SLO program and volunteers.
- Work with Development staff to establish indicators and outcomes measures and ensure accurate data collection and reporting, and ensure timely submission of all reports.
- Network with local township, social service, and community agencies to educate the community about WINGS services, build collaborations, and maintain referrals for the Suburban Latina Outreach

Qualifications:

- Bachelor's degree in Social Services, Psychology, related field, or equivalent experience
- Bilingual and bicultural (Spanish) skills and knowledge of Latina community
- Community organizing skills a plus
- Fluency in written and oral Spanish required
- Willingness and ability to successfully complete 40 Hour Domestic Violence Training (WINGS will provide)
- Must be able to work efficiently and independently
- Must be highly organized and attentive to detail
- Must have reliable transportation and ability to work some evenings and weekends

Type: Full Time

To Apply, Please e-mail, fax or send resume to:

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