

Voces Latinas
Job Description



POSITION: Workforce Development Coordinator- Full-Time

SALARY: \$50,000 (35 hours a week)

REPORTS TO: Director of Programs

Mission: Voces Latinas (VL) aims to reduce the rate of HIV transmission among immigrant Latinos by empowering, educating, and providing leadership and advocacy training to enable them to make healthier decisions for themselves and their families. Through collaborative relationships, we connect immigrant Latinos with culturally and linguistically sensitive resources and services to address their immediate needs, which allows them to identify with their risk for HIV/AIDS.

Voces Latinas reaches close to 3,000 immigrant Latinas each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latinos who are at risk of or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to young men who have sex with men (YMSM) through an evidence based intervention called Holatinos as well as HIV prevention that includes testing and connection to PrEP/PEP.

Voces Latinas seeks a highly skilled Workforce Development Coordinator to supervise Promotoras to provide community outreach as part of Voces Latinas new federally funded COVID-19 Vaccine Access Project. The coordinator will work with fellow agency coordinators to collaborate and manage Promotoras supporting Outreach, Healthcare Access, HIV Prevention, Project Hope, Rental Assistance, etc. This position will provide facilitation of all trainings utilizing existing Promotora curriculum manual and be responsible for updates and activity development. This position will also provide additional capacity building assistance specifically on gaining work development skills to facilitate that all trainees are employable after the project ends. Candidates should possess a clear understanding of public health and knowledge of the Coronavirus, testing, treatment, vaccine technologies and community knowledge, attitudes and beliefs in regards to COVID-19.

Essential Duties/Responsibilities:

- Supervision of 10-15 Promotoras
- Coordination of Promotoras hours, work duties, and training schedule
- Facilitation of Promotora training curriculum and capacity building assistance related community health, infectious diseases (Coronavirus, HIV, Hepatitis C and Sexually Transmitted Infections)
- Creation of workforce development activities (resume, interview skills, salary negotiation,
- Experience and knowledgeable with immigration laws and the Latinx immigration experience
- Seek out trainings and job opportunities for participants
- Develop a network of providers who can assist participants with opportunities and trainings
- Work in collaboration with other coordinators on vaccine events, community outreach, and access to healthcare event
- Coordinate and supervise community events, street outreach, and phone banking activities
- Strengthen existing relationships with community partners working and creating new partnerships
- Assist with weekly social media posts and messaging to the community about COVID vaccines
- Attend program specific meetings, trainings including agency-wide meeting and trainings

- Other duties as required

QUALIFICATIONS:

- BS or MPH level candidate with extensive experience in workforce development
- Great training skills and ability to create content for training activities and on-going capacity building
- Knowledge of public health issues primarily COVID-19
- Experience and knowledgeable with immigration laws and the Latinx immigration experience
- Familiar with Group Dynamics
- Familiar with conflict resolution strategies
- Familiar with the immigrant Latinx experience
- Sensitivity to and experience with the needs and circumstances of people with HIV disease or other life-threatening illness, including issues related to domestic violence, diversity, mental illness, and marginalized populations.
- Comfortable interacting in urban populated settings
- Commitment to service as a personal value
- Familiar with resources in Queens County
- Advocacy in issues pertaining to the Latino community
- Excellent written and oral communication skills
- Willing to learn and be flexible
- Bilingual (Spanish and English)
- Must be fully vaccinated (proof required)

Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, intersex people, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

Please send cover letter and resume to:

Lissette Marrero, MSW – Human Resources at lmarrero@voceslatinas.org