Position: Latino and Multi-Cultural Services Assistant Director

Status: Exempt, Full-time with Benefits

Job Summary: Responsible for assisting participants through the provision of information, services, resources, language instruction, and advocacy, to strengthen their independence, increase their integration into the community and enhance their quality of life.

Major Responsibilities:

- Assist participants in positive problem solving, conflict resolution, identification and utilization of resources, and communication.
- Ensure that all assigned participant and program reports and documentation are completed correctly and on time.
- Instruct and/or facilitate related classes and activities; this involves several evening classes.
- Provide translation and interpretation services, both written and verbal, as needed for program participants and/or community businesses and agencies.
- Obtain/Maintain high level of knowledge regarding immigrant and refugee issues on local, state, national and global arenas, including legislation, policies etc.
- Obtain/Maintain high level of knowledge regarding the different cultures and ethnicities represented in our community.
- Obtain/Maintain high level of knowledge and collaborations regarding community resources and opportunities for participant population.

Major Qualifications:

- Must be fluent in Spanish and English (both verbal and written), and preference given to those having minimum of conversational skill level in additional languages representative of the community.
- Bachelor’s degree and two-four years relevant experience, or equivalent combination of education and experience.
- Ability to work independently, be flexible, and handle multiple tasks and projects
- PC proficiency, including standard office software and database experience
- Ability to staff several weekly evening classes/programs.
- Ability to work both individually and in a team environment.

Send resume and cover letter to Cyndi Ritter, YWCA, 425 Lafayette St., Waterloo, IA 50703 or cyndi@ywcahce.org by August 18, 2017. EOE