



Volunteer Positions Fall 2007

Last Updated: October 18th, 2007

**Latin American Coalition
4949-B Albemarle Road
Charlotte, NC 28205**



Dear Prospective Volunteers,

Thank you for your interest in volunteering with the Latin American Coalition (LAC), Charlotte's leading organization to the service of the Latino/Hispanic population for over 17 years. We feel honored that you are considering donating your talent, time, and skills to benefit our community. We hope you find a volunteer/internship position in this brochure that matches your needs. If you have any questions or comments, please contact the Client and Volunteer Services Director at: 704-531-3843 (Direct Line) or by email at: filemuriel@latinamericancoalition.org

Become a volunteer with the Latin American Coalition!

Information Session for New Volunteers

All LAC volunteers must complete an information session before starting their service with the organization. During the information session you may request and complete an application form. Information sessions will take place monthly at LAC the third Saturday of the month 9:00 a.m. -12:00 p.m. Please RSVP at: filemuriel@latinamericancoalition.org

Choosing the best volunteer position for you

Please read carefully through LAC's Volunteer Positions booklet. In the following pages, each position is explained in detail. You will find the main role of the volunteer, responsibilities, and skills required. If you are interested in several positions indicate your 1st, 2nd, and 3rd choices in your application form. LAC offers positions that require different time commitment, skills, and area interests. What if you have a great idea for a volunteer project but it not listed in this booklet? If you have a great idea for a service you could provide to your community, you could send a proposal for a volunteer project or a new volunteer position to the Volunteer Services Director at filemuriel@latinamericancoalition.org. We will review your proposal and determine if LAC has the capacity to accommodate your request.

Application form

Submit application form and supporting materials (if requested under position description) to Volunteer Services Director at filemuriel@latinamericancoalition.org or by mail at:

Latin American Coalition
Attn: Maria del Pilar File-Muriel
4949 B Albermale Rd
Charlotte, NC 28205

Assessment Interview

If we think you are a good match to our program needs we will contact you to set up an Interview. You will be meeting with the Volunteer Services Director and your potential direct supervisor/Program Director. During this interview we will be assessing your language and interpersonal skills. We may also ask you to elaborate on your experience and skills. This is an opportunity for you to make a good impression on your future supervisor and co-workers. A few days after the interview you will be contacted to either confirm your interest and acceptance to the volunteer/internship position or to decline your application. In case your application is denied, we will provide you with an explanation of why you did not meet the skills/requirements of the position.

Completion of pre-service training and other requirements

If you are accepted as a LAC Volunteer, your direct supervisor will contact you to set up a time to complete additional required training and orientation. This would be a great time to set up your schedule.

After your trainings are complete you are ready to start your service with LAC!



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Advocacy and Community Relations

1. ALAS Coordinator

Assist with the coordination of ALAS, a youth leadership development program. ALAS offers after school activities for Latino youth engaging them discussions about cultural identity, personal responsibility, and community awareness. The ALAS Coordinator main role is to assist with the expansion of the ALAS program through the recruitment of youth and establishment of partnerships with area schools and other community organizations. Volunteer reports directly to Program Director. This position would be ideal for students/professionals in the following fields: Social work, youth development, Latin American Studies, public relations.

Minimum length of commitment: 1 year (2 academic semesters). **Hrs/Week:** 10

Responsibilities:

- The ALAS Coordinator is responsible for establishing contacts and new partnerships with schools and youth groups in Mecklenburg County.
- Document all contacts and partnerships.
- Screens youth to determine eligibility for participation in ALAS.
- Counsels youth and monitors their overall development as leaders.
- Data management and other miscellaneous job-related duties as assigned.
- Plan and facilitate meetings with youth groups and representatives of other community organizations interested in partnering with ALAS, assists in scheduling projects, speakers, and events.

Skills:

- Have good communications skills both in English and Spanish.
- Ability to work well with youth and facilitate their development as leaders.
- Be able to work collaboratively with school representatives and other community contacts.
- Previous experience working with youth, knowledge of group/individual counseling techniques, and knowledge of Latino cultures a plus.
- Proactive and effective team leader.
- Have desire to be involved in the community and knowledge of community resources for youth.
- Have knowledge of Microsoft Office applications (word, power point, excel) is required.
- Must have a driver's license, capable of operating a vehicle, and have acceptable driving record.

Requirements/Training/Other:

- All LAC volunteers must complete an information session before starting their service with the organization. Duration: 3 hrs approx.
- The Alas Coordinator should complete an introduction to the program session with the Community Relations Director before starting his/her service. Duration: 1 hr approx.
- In service training will be ongoing.

Benefits:

- Interaction with Latino Youth, and leadership experience.
- Satisfaction for making a difference in the lives of our youth.
- Project management experience.



2. Instructor's Aid-Citizenship Classes

Citizenship classes train individuals who are preparing to take the naturalization exam to become a United States citizen. Classes discuss the rights and responsibilities of new citizens, the U.S. political and electoral systems, and more. The role of the Instructor's aid is to assist the instructor in all aspects of the class. Each class is offered three times a year. A class is composed of eight sessions held on Saturdays. Didactic materials are in English; however class discussion is in Spanish. Volunteer reports directly to Program Director. This position would be ideal for students or professionals in the following fields: ESL education, Spanish, popular education, and history.

Minimum length of commitment: 1 class (8 Saturdays). **Hrs/Week:** 4 (Saturdays 8:30 a.m.-12:30 p.m.)

Responsibilities:

- Help set up class room before class starts and help clean up room after class.
- Grade participants' homework exercises
- Make copies of materials
- Assist instructor to distribute handouts and other materials during class
- Provide individualized attention/ESL tutoring to participants during class.

Skills:

- Have good communications skills both in English and Spanish.
- Be able to relate with a diverse group of learners (young, adults, Spanish and English speakers).
- Previous experience working with ESL learners
- Have desire to be involved in the community
- Knowledge of the naturalization processes a plus.
- Have knowledge of Microsoft Office applications (word, power point, excel) is required.
- Bilingual (Spanish-English)

Requirements/Training/Other:

- Instructor's Aid should complete an introduction to the program session with the Community Relations Director before starting his/her service. Duration: 1 hr approx.
- In service training will be ongoing.

Benefits:

- One-on-one contact with class participants.
- Awareness of challenges of new citizens.
- Satisfaction from helping new citizens achieve their long time awaited goal.
- Classroom management and tutoring experience.
- New friends!

3. Voter Registration Coordinator

The main role of the Voter Registration Volunteer is to expand the program through outreach in the community. The Voter Registration Coordinator would update information for the voter registration display in Spanish and English, participate at information fairs and community events. Volunteer reports directly to Program Director. This position would be ideal for students or professionals in the following fields: Popular education, history, social work, public affairs, Spanish.

Minimum length of commitment: 1 Year **Hrs/Week:** 8

Responsibilities:

- Be aware of guidelines for voter registration and ensure that other volunteers understand them and follow them.



- Assign voter registration volunteers to cover events.
- Assist in the training to new volunteers in the voter registration program.
- Identify and request voter registration materials from the Mecklenburg Voters Registration Commission and national organizations.
- Be aware of national voter registration campaigns and efforts and look for ways to participate in them.
- Familiarize him/herself with the voter's registration form.
- Keep records of the number of people registered to vote per event.
- Provide a report after each event to the Advocacy/ Community Affairs Director.
- Keep a current list of outreach community events.

Skills:

- Have good communications skills both in English and Spanish.
- Be able to relate with a diverse group of people.
- Have desire to be involved in the community.
- Have knowledge of the electoral processes.

Requirements/Training/Other:

- The Voter Registration Volunteer should complete an introductory session to the program with the Community Relations Director before starting his/her service. Duration: 1 hr approx.

Benefits:

- Involvement in the community.
- Learn about the voter registration process.
- Practice Spanish and English language skills.
- Supervision experience.

4. Voter Registration Volunteer

Attend community events to register people to vote. The main role of the Voter Registration Volunteer is to expand the program through outreach in the community. Participate at information fairs and community events. Volunteer reports to the Voter Registration Coordinator. This position would be ideal for students or professionals in the following fields: Popular education, history, social work, public affairs, Spanish.

Minimum length of commitment: 1 event **Hrs/Week:** per event

Responsibilities:

- Familiarize him/herself with the voter's registration form.
- Keep records of the number of people registered to vote per event.
- Provide a report after each event to the Voter Registration Coordinator.

Skills:

- Good communications skills both in English and Spanish.
- Cross cultural skills, be able to relate with people of different cultural backgrounds.
- Have desire to be involved in the community.
- Have knowledge of the electoral processes.

Requirements/Training/Other:

- The Voter Registration Volunteer should complete an introductory session to the program with the Community Relations Director before starting his/her service. Duration: 1 hr approx.

Benefits:

- One-on-one contact with community members of diverse backgrounds.
- Improve Spanish and English communications skills.
- Make a contribution to democracy through popular education and participation efforts.

5. Policy Research Assistant

The Policy Research Assistant's main role is to support the Advocacy and Community Relations Program. Based on research, the volunteer may develop fact sheets and other community resources on issues facing Latino immigrants in the U.S. Flexible schedule, can work from school or home. Volunteer reports to the Program Director. This position would be ideal for students or professionals in the following fields: Political science, public policy, Latin American and Latino studies, and law.

Minimum length of commitment: 1 semester **Hrs/Week:** 4-6

Responsibilities:

- Monitors media and policy think-tanks related to immigrant issues.
- Write up a weekly summary of research. Reports may include: literature and media reviews; assisting with data collection; designing charts, graphs, and tables.

Skills:

- Excellent writing skills both in English and Spanish. Able to create concise and effective policy memos and reports.
- Excellent analytical skills.
- Intelligent, intuitive on policy-related issues, and an expert researcher.
- Knowledge of current issues affecting the Latino-community at local and national level, political and advocacy processes.
- Must have passion for social justice.

Requirements/Training/Other:

- The Policy Researcher should complete an introductory session to the program with the Community Relations Director before starting his/her service. Duration: 1 hr approx.
- Must submit a sample of your own writing at time of application. Examples are: research paper, policy memo, fact sheet, etc.

Benefits:

- Experience writing policy memos and doing important research for a nonprofit organization.
- Knowledge of current issues affecting Latino immigrants in the U.S.
- Flexible schedule.

Economic Development and Labor Rights

6. Administrative Assistant

The Administrative Assistant supports the Director of the Economic Development and Labor Rights Program in various ways. This program helps individuals wanting to start or expand their own business, provides information, and one on one counseling. The Labor Rights program educates vulnerable employees about their work place rights and potential fraudulent practices by employers. Volunteer reports to the Program Director. This position would be ideal for students or professionals in the following fields: Business administration, labor rights, community development, organizational studies, urban studies, and nonprofit management.

Minimum length of commitment: 1 semester

Hrs/Week: 3

Responsibilities:

- Create reports, flyers, and brochures.
- Miscellaneous job-related duties: Make copies, file documents, send communications (emails and faxes).
- Schedule client appointments for the Program Director.
- Support the development of screening and intake procedures and materials.
- Assist in the screening and intake of clients.
- Be able to access and provide to clients related resources such as permit applications, licenses, zoning, and business plans information.

Skills:

- Excellent organizational skills, attention to detail, independent, and creative.
- Working knowledge of Microsoft Office Applications (Word, Publisher, Excel, Access).
- Bilingual skills in Spanish and English.

Requirements/Training/Other:

- The Economic Development and Labor Rights Director will provide the Administrative Assistant volunteer with pre-service training about program/office procedures and protocols. Duration: 2hrs approx.

Benefits:

- Knowledge of local rules and regulations in the business development area.
- Contact with local institutions in the business development area.
- One-on-one contact with a diverse group of clients.
- Improve Spanish and English communications skills.

7. Research Assistant

The research assistant coordinates the evaluation initiative of the Economic Development Program. The Research Assistant would be involved in all aspects of the evaluation process such as planning, instrument design, identification of interviewees, schedule of interviews, supervision of interviewers, analysis or results, and reporting. This is a project based position, ends at the culmination of project. Volunteer reports to the Program Director. Position would be ideal for students or professionals in the following fields: Community and economic

development, sociology, business administration, Latin American Studies, organizational studies, and urban studies.

Minimum length of commitment: 1 semester **Hrs/Week:** 8-10

Responsibilities:

- Assist in the collection and management of data.
- Create protocol for interviewers.
- Participate in the design of the evaluation instruments, develop appropriate questions.
- Select evaluation participants and conduct interviews.
- Assist in the supervision of interviewers.

Skills:

- Bilingual
- Excellent oral and written communication skills.
- Great analytical skills.
- Able to relate to clients from diverse economic and educational backgrounds.
- Experience with evaluation processes.
- Working knowledge of Microsoft Applications (Word, Access, Excel)

Requirements/Training/Other:

- The program director will provide a pre-service orientation session. Duration: 2 hrs.

Benefits:

- Gain supervisory experience
- Learn different aspects of project management
- Expand knowledge of business development in the Latino community of Charlotte
- Interact with a diverse group of clients, volunteers, and staff members.

8. Interviewer

The volunteer participates in the evaluation initiative of the Economic Development Program. The main role of the Interviewer is to facilitate phone and one-on-one interviews with previous beneficiaries of the program. Reports to the Research Assistant. This position would be ideal for students or professionals in the following fields: Spanish, sociology, and economic development.

Minimum length of commitment: 1 semester **Hrs/Week:** 5

Responsibilities:

- Be familiar and fully understand the interview protocol.
- Contact survey participants.
- Facilitate surveys and complete assigned number of surveys.
- Turn in daily reports to the Research Assistant.
- Follow up incomplete interviews.

Skills:

- Must speak Spanish fluently, bilingual a plus but not required.
- Have people skills, able to relate to interviewees of different economic and educational backgrounds.
- Mature individual, able to manage sensitive and private information.
- Working knowledge of Microsoft Applications (Word and Excel).
- Attention to detail.

Requirements/Training/Other:

- The Interviewer will receive training on survey protocol and background information about the evaluation project. The Interviewer must complete a mock interview exercise prior to service. Duration: 2 hrs.

Benefits:

- Volunteer will gain interview skills.
- Have direct contact with previous program beneficiaries
- Spanish conversation skills

Education Programs

9. ESL Instructor

The volunteer leads and prepares an ESL class. Participants come from different cultural and educational backgrounds. The ESL Instructor reports directly to the Economic Development Director. This position would be ideal for students or professionals in the following fields: Education, sociology, ESL instruction, social work, English, adult education.

Minimum length of commitment: 1 semester

Hrs/Week: 6-8

(2hr class session twice a week and class preparation)

Responsibilities:

- Teach basic-level English to Spanish speaking individuals, using both conversation and activities as teaching methods.
- Organize regular-scheduled weekly classes, including lesson plans and daily goals.
- Provide participants with an understanding of the culture and mannerisms of the United States.
- Provide feedback regarding needs, challenges, successes, and progress of ESL class.
- Keep an updated roster of class participants, and encourage attendance to class.

Skills:

- Bilingual highly desirable.
- Have people skills, able to relate to individuals of different age, economic, and educational backgrounds.
- Mature individual, professional, and patient demeanor.
- Previous experience teaching ESL desirable.
- Desire to have a positive impact on the Hispanic/Latino population in Charlotte.

Requirements/Training/Other:

- The ESL Instructor will receive an orientation session about the ESL program and class goals. Duration: 1 hr.

Benefits:

- Gain experience teaching ESL, developing lesson plans, and managing a classroom.
- Experience working in a diverse and dynamic organization for the benefit of our community.
- One-on-one interaction with ESL learners.

10. Spanish Instructor

The volunteer leads and prepares a Spanish class. Participants come from different cultural and educational backgrounds. The Spanish Instructor reports directly to the Economic Development Director. This position would be ideal for students or professionals in the following fields: Education, sociology, Spanish, Latin American studies, anthropology, adult education.

Minimum length of commitment: 1 semester

Hrs/Week: 4

(2hr class session once a week and class preparation)

Responsibilities:

- Teach basic-level Spanish to English speakers, using both conversation and activities as teaching methods.
- Organize regular-scheduled weekly classes, including lesson plans and daily goals.
- Provide participants with an understanding of the culture and mannerisms of Latin American cultures.
- Provide feedback regarding needs, challenges, successes, and progress of Spanish class.
- Keep an updated roster of class participants, and encourage attendance to class.

Skills:

- Bilingual highly desirable.
- Have people skills, able to relate to individuals of different age, economic, and educational backgrounds.
- Mature individual, professional, and patient demeanor.
- Previous experience teaching Spanish desirable.
- Must have passion for disseminating appreciation and understanding of Latin American cultures and the Spanish language.

Requirements/Training/Other:

- The ESL Instructor will receive an orientation session about the ESL program and class goals. Duration: 1 hr.

Benefits:

- Gain experience teaching Spanish and Latin American culture, developing lesson plans, and managing a classroom.
- Experience working in a diverse and dynamic organization for the benefit of our community.
- One-on-one interaction with Spanish language learners.

11. ESL Tutors

The tutorial program is a partnership of LAC and Mecklenburg Charlotte Schools (MCS) to provide tutorial support to ESL students. Students come from different cultural and educational backgrounds. The ESL tutors report directly to the Assistant Director. This position would be ideal for students or professionals in the following fields: Elementary and high school education, sociology, ESL instruction, social work, English, Spanish, mathematics, biology, history, Latin American studies.

Minimum length of commitment: 1 semester

Hrs/Week: 1-2hrs, weekdays in the afternoon.

Responsibilities:

- Tutor ESL students, homework help in a variety of subjects.
- Be a positive mentor and influence in the lives of ESL students.
- Actively engage in after school activities for ESL students.
- Maintain an open channel of communication with MCS ESL teacher and LAC staff.
- Have own transportation and arrive promptly at assigned school.



Skills:

- Bilingual highly desirable.
- Have people skills, able to relate to individuals of different age, economic, and educational backgrounds.
- Mature individual, professional, and patient demeanor.
- Previous experience teaching ESL desirable.
- Desire to have a positive impact on the Hispanic/Latino population in Charlotte.

Requirements/Training/Other:

- Pass background check as required by MCS

Benefits:

- Gain experience tutoring young students.
- Experience working in a diverse and dynamic organization for the benefit of our community.
- One-on-one interaction with ESL learners.
- Gain understanding of the experience of ESL students in the Mecklenburg Charlotte Schools.

Latino Pathways Program

12. Banco de Trabajo Assistant

The main role of the Banco de Trabajo Assistant is to coordinate the management of the job announcement bulletin. Volunteer reports directly to Program Director. This position would be ideal for students or professionals in the following fields: Career development, education, Spanish, human resources management.

Minimum length of commitment: 1 semester **Hrs/Week:** 8-12

Responsibilities:

- Update the Job Bank announcements by contacting employers, posting new positions, and removing past due positions.
- Check email account and answers questions from employers.
- Promote program with area employers and job seekers.
- Create flyers and other publicity materials of Job Bank and Employment Workshops (Taller de Trabajo).
- Miscellaneous job-related duties: data entry, copies, file documents, make Banco de Trabajo IDs.

Skills:

- Great interpersonal skills. Able to relate to a diverse population of Latino job seekers (laborers, professionals, students, etc) and employer representatives (Human Resource staff).
- Bilingual a must.
- Excellent written and oral communications skills.
- Not afraid to ask questions, creative, and self motivated.

Requirements/Training/Other:

- Prior to starting service volunteer must attend one Employment Workshop (Taller de Trabajo) held on every Tuesday at 2:00 p.m., at the Latin American Coalition. Duration: 2 hrs. Approx.
- In service: Volunteer will receive training on how to use the Client Data Base and the job back email account.

Benefits:

- Improve Spanish and English communications skills.
- Learn about career development and other issues affecting the local Latino workforce.
- Improve interpersonal skills with diverse groups in the career development field.
- Develop valuable community contacts for future personal career and professional development.
- Direct contact with the Latino community.

13. Research Assistant

The role of the Research Assistant is to expand the resources available to Latino students and identify funding sources (grants, scholarships, fellowships, etc.) for Latino college and graduate students in this region. Flexible schedule, ideal for someone who wants to volunteer from home or school. Volunteer reports directly to Program Director. This position would be ideal for students or professionals in the following fields: Education, human resources management, Spanish, Latin American studies.

Minimum length of commitment: 1 month **Hrs/Week:** 4-6

Responsibilities:

- Research career development resources
- Translate information into Spanish when needed
- Create resource materials such as flyers, fact sheets, power point presentations, and brochures.
- Develop and update a list of available scholarships and deadlines for college students.

Skills:

- Bilingual (Spanish and English)
- Working knowledge of Microsoft Applications (Word, Publisher, Excel, Power Point).
- High school diploma or equivalent
- Must have passion for individual empowerment and career development.

Requirements/Training/Other:

- Information session about Latino Pathways and program goals, and objectives of position provided by Latino Pathways Director. Duration: 1 hrs approx.
- Attend to one workshop Latinos en Asenso, held every 1st Tuesday of the month at 6:00 p.m. at LAC. Duration: 2 hrs. approx.

Benefits:

- Learn about career resources.
- Make great contacts for future career.
- Gain Spanish and English communications skills.

14. Interviewer

The volunteer participates in the evaluation initiative of the Latino Pathways. The main role of the Interviewer is to facilitate phone and one-on-one interviews with previous beneficiaries of the program. Reports to the Program Director. This position would be ideal for students or professionals in the following fields: Spanish, sociology, and human resources.

Minimum length of commitment: 1 semester **Hrs/Week:** 5

Responsibilities:

- Develop an interview and protocol.

- Contact survey participants.
- Facilitate surveys and complete assigned number of surveys.
- Turn in daily reports to the Program Director
- Follow up incomplete interviews.

Skills:

- Must speak Spanish fluently, bilingual a plus but not required.
- Have people skills, able to relate to interviewees of different economic and educational backgrounds.
- Mature individual, able to manage sensitive and private information.
- Working knowledge of Microsoft Applications (Word and Excel).
- Attention to detail.

Requirements/Training/Other:

- The Interviewer will receive orientation on program goals and evaluation project. The Interviewer must complete a mock interview exercise prior to service. Duration: 2 hrs.

Benefits:

- Volunteer will gain interview skills.
- Have direct contact with previous program beneficiaries
- Spanish conversation skills

Cultural Department

15. Marketing & Public Relations Coordinator

The role of the Marketing and Public Relations Coordinator is to support all the communications needs of the cultural department. This will involve creative skills, proofreading, and contact with local media. Reports to the Cultural Department Director. This position would be ideal for students or professionals in the following fields: Arts, American studies, communications, public relations, graphic design, journalism, anthropology, film studies, international studies.

Minimum length of commitment: 1 semester **Hrs/Week:** 10

Responsibilities:

- Coordinate publicity initiatives of all events under the Cultural Department such as Mujeres en Progreso, Tertulias, talks, brown bags, and other special events.
- Maintain a current list of Spanish language media to promote events.
- Write press releases and PSAs.
- Create promotional materials for each event such as flyers, reminder note cards, brochures, information sheets, event programs, etc.

Skills:

- Bilingual (Spanish and English).
- Attention to details, able to work with multiple projects at the same time and meet deadlines.
- Working knowledge of Microsoft Applications (Word, Publisher, and Microsoft Outlook).
- Excellent communications skills (oral and written).
- Creative and self motivated.
- Understand the logistics of special event planning.

Requirements/Training/Other:

- Submit samples of your writing and creative work (such as: press release, flyer, and brochure).
- Complete event planning training with Cultural Department Director prior to start of service. Duration: 1.5 hrs.

Benefits:

- On hands experience in event planning.
- Enhance communications skills.
- Creative work environment.

16. Special Events Planner

Oversee logistics involved in the organization of cultural events from planning to execution. Volunteer reports directly to Program Director. This position would be ideal for students or professionals in the following fields: Arts, public relations, graphic design, journalism, anthropology, culture and language studies, Latin American studies.

Minimum length of commitment: 1 semester or 1 per event

Hrs/Week: 10

Responsibilities:

- Program management, venue selections, contract negotiations (artists, presenters, food vendors), food & beverage, and audio/visual needs.
- Responsible for maintaining and monitoring event budget and timelines for events.
- Assists with the set up and decorations of the event location.

Skills:

- Bilingual (Spanish and English)
- Accountability and execution
- Detailed and Organized
- Proactive/Anticipatory planning
- Teamwork and collaboration.

Requirements/Training/Other:

- Complete event planning training with Cultural Department Director prior to start of service. Duration: 1.5 hrs.

Benefits:

- Creative and diverse work environment.
- On hands experience in event and program management.
- Make great contacts for career in event planning.
- Learn about cultural expressions from Latin American countries.

17. Special Events Support

This position entails many activities related to cultural event programming such as: registration and check in table, coordinate food services, set up and clean up crew, greeters and ushers, children's activities, etc. This position is ideal for individuals who are interested in one time volunteering and want to learn about Latin American cultures in a fun environment. LAC's cultural events include: Latin American Festival, Day of the Dead, Tertulias, and more. Shifts are usually 2-4 hours.

Minimum length of commitment: 1 event

Hrs/Week: depends on event.



Responsibilities:

- Depends on event and shift.

Requirements/Training/Other:

- Prior to shift event planner will explain duties. Duration: 15-30 minutes.

Benefits:

- Short term commitment
- Fun educational experience
- Access to cultural performances and sometimes delicious food!

Immigration Program

18. Law Student Volunteer

Assist BIA Accredited Representative with a range of immigration related cases including: family based petitions and applications, motions, waivers, TPS, asylum, NACARA, VAWA, U and T Visas, and related services. Excellent opportunity to gain critical practical and substantive skills in the field of immigration law, become knowledgeable in issues related to detention and deportation, and assist in development of comprehensive immigrant rights program. The volunteer will have direct interaction with clients through every phase of the case life-cycle. This position will be ideal for second and third year law students.

Minimum length of commitment: 1 semester

Hrs/Week: As required by Law School

Responsibilities:

- Assess clients.
- Prepare and file cases of BIA Accredited Representative and or attorney (professor).
- Assist with representation of clients.
- Legal research.

Skills:

- Good research and writing skills.
- Bilingual a plus but not required.
- Ability to interact effectively with individuals of different cultures.

Requirements/Training/Other:

- Volunteer must be a second or third year law student or as required by Law School.
- Training provided by BIA Accredited Representative and/or immigration attorneys.

Benefits:

- Exposure to immigration clients and cases.
- Experience in representation of a clients before the United States Citizenship and Immigration Services (USCIS), the Board of Immigration Appeals (BIA), and the Executive Office for Immigration Review (EOIR).

19. Program Assistant

Provide general office support to the Immigration Services Director. This position is not a substitute for paralegal training. Volunteer reports directly to Program Director. This position would be ideal for students or professionals in the following fields: public law, political science, international studies, paralegal, Latin American studies.

Minimum length of commitment: 1 semester **Hrs/Week:** 10-15

Responsibilities:

- Data base management.
- Fill out basic forms and applications.
- Interpretation (English-Spanish) with third party (lawyer).
- Record keeping and time keeping.
- Assist with tracking client retainer.
- Keep track of client payments and payment plans.
- Identify resources for resource library.

Skills:

- Bilingual
- Knowledge of law and immigration terminology
- Detail oriented and organized
- Mature individual

Requirements/Training/Other:

- At the start of his/her service the volunteer will receive a data base and time keeping system training from the Immigration Services Director.

Benefits:

- Exposure to immigration clients and cases.
- Work in a diverse environment

20. Immigrant Rights and Community Educator

This volunteer will assist in developing educational materials and programs to be offered by the Immigration Program. Volunteer reports directly to Program Manager. This position would be ideal for students or professionals in the following fields: Public law, Latin American studies, popular education, public relations, and Spanish.

Minimum length of commitment: 1 semester **Hrs/Week:** 8-10

Responsibilities:

- In consultation with the Program Manager creates educational materials (i.e. power point presentations) in Spanish and English from resources available in the resource library and national organizations.
- Develop all publicity materials of the Immigration Program such as flyers, brochures, manuals, and factsheets.
- Assists in conceptualizing and implementing popular education programs focused at the grassroots.

Skills:

- Working knowledge of Microsoft Applications (Word, Power Point, and Publisher).
- Bilingual (Spanish-English)
- Creative and self started individual.
- Able to create publications directed to diverse audiences.

- Interest and experience in popular education and communication highly desired.

Requirements/Training/Other:

- Prior to start of service the volunteer must attend at least one public/community presentation facilitated by the Immigration Program Manager.
- At the start of service, Immigration Program Manager will provide training and orientation on program and popular education objectives and targeted audience. Duration: 2hrs approx.

Benefits:

- Gain knowledge of the immigration and immigrant rights issues affecting our community, and technical terminology.
- Exposure to a diverse work environment.
- Experience working in a social service nonprofit organization.
- Multiple opportunities to participate in forums and other community meetings.
- Experience in grassroots and popular education.

Housing and Financial Literacy Program

21. Marketing and Public Relations

The volunteer provides general support in all the public relations and marketing needs of the Housing and Financial Literacy Program. Volunteer reports directly to Program Director. This position would be ideal for students or professionals in the following fields: Journalism, marketing, real estate, mortgage license, business administration, public affairs, paralegal, law, Spanish, Latin American studies, business administration.

Minimum length of commitment: 1 semester **Hrs/Week:** 8-10

Responsibilities:

- Promote program and services in the community through community outreach initiatives such as visits to community centers, churches, neighborhood markets, etc.
- Keep a list of media contacts (Spanish and English media) to promote services.
- Write PSAs and press releases.
- Create flyers for housing and financial literacy workshops.

Skills:

- Bilingual
- Interest in helping minorities reach financial stability through decent housing options
- Creative and detail oriented.
- Able to communicate with diverse audiences through oral and written communications.

Requirements/Training/Other:

- Housing and Financial Literacy Program orientation session provided by Program Director.
- In service supervision and training.

Benefits:



- One-on-one contact with clients and future buyers.
- Gain knowledge of the complete home buying process.
- Real life experience with traditionally underserved clients.
- Satisfaction from working on an educational program to prevent future fraud to vulnerable populations.

Development

22. -Marketing and Public Relations

The main role of the Marketing and Public Relations volunteer is to provide general support to all the communications needs of the development staff. Volunteer reports to Assistant Director. This position would be ideal for students or professionals in the following fields: nonprofit management, public affairs, business administration, public relations, graphic design.

Minimum length of commitment: 1 semester **Hrs/Week:** 8

Responsibilities:

- Assist with marketing and communications initiatives.
- Assist with the preparation of solicitation materials such as direct mailings, thank you letters, and other donor stewardship communications.
- Coordinate the production of marketing pieces such as brochures, flyers, newsletters, presentation boards, power point presentations, etc.

Skills:

- Detail oriented, professional demeanor, self motivated individual.
- Able to meet multiple deadlines and work in a dynamic environment.
- Workable knowledge of Microsoft Applications (Word, Excel, Publisher, Access).
- Proficiency of website management and creation software, and graphic design software.
- Creative individual, able to provide feed back on PR initiatives.
- Create and update lists of media contacts.

Requirements/Training/Other:

- Submit a combination of 3 writing and marketing material samples with your application (i.e.: class paper, press release, flyer, newsletter article).

Benefits:

- Offers the volunteer opportunities to use and develop skills in writing, graphic design, market research, project management, and event coordination.

23. Development Volunteer

The Development Volunteer will be working under the direction of the Assistant Director and may be communicating with donors and other LAC staff. The volunteer will be expected to be able to work independently. This position may entail email and phone communication with donors, public inquiries, and community agencies regarding donor opportunities. This position would be ideal for students or professionals in the following fields: Philanthropy, nonprofit management, public affairs, business administration, public relations.

Minimum length of commitment: 1 semester **Hrs/Week:** 8

Responsibilities:

- Grant research
- Support Assistant Director with grant writing and reporting.
- Assist with Development initiatives such as donor solicitation and stewardship.
- Enter data and maintain accuracy of donor records using the E-tapestry database (training provided).
- Assist in preparation of select mailings.
- Drafting and composing of donor communications.
- Assist Fund Development staff with other duties as assigned.

Skills:

- Detail oriented, professional demeanor, self motivated individual.
- Able to meet multiple deadlines and work in a fast-paced environment.
- Workable knowledge of Microsoft Applications (Word, Excel, Access).
- Resourceful researcher, able to use the internet and library resources.
- Excellent written and verbal communication skills.
- Ability to demonstrate good interpersonal skills with donors, volunteers and staff.
- Good data entry accuracy and typing skills.

Requirements/Training/Other:

- Submit a combination of 3 writing/marketing materials samples with your application (i.e.: class paper, press release, flyer, newsletter article).
- Volunteer will receive an orientation session about the Development initiatives on the organization provided by the Assistant Director. Duration 1.5 hrs.

Benefits:

- Creating excellent contacts with coworkers and community members for future career.
- Hands on experience in project management and event planning.
- Opportunity to work in a creative and diverse environment.

24. Special Events Planner

Support s the logistics operations involved in the organization of special events from planning to execution. Volunteer reports to Assistant Director. LAC's cultural events include: Latin American Festival and Day of the Dead. This position would be ideal for students or professionals in the following fields: non profit management, public affairs, business administration, public relations.

Minimum length of commitment: 1 semester **Hrs/Week:** 8-10

Responsibilities:

- Assist in staffing LAC's booth at promotional events.
- Developing invitation lists and managing RSVPs.
- Assist in developing promotional materials for events, including signs, postcards, etc.
- Program management, venue selection, contract negotiations (artists, presenters, food vendors), food & beverage, and audio/visual needs.
- Responsible for maintaining and monitoring timelines for events.

Skills:

- Bilingual (Spanish and English).
- Accountability and execution.
- Detailed oriented and Organized
- Proactive/Anticipatory planning.



- Teamwork and collaboration.
- Excellent communications skills.
- The ability to work independently under tight timelines, and the ability to be flexible and shift priorities as needed.

Requirements/Training/Other:

- Volunteer will receive an orientation session about the Development initiatives on the organization provided by the Assistant Director. Duration 1.5 hrs.

Benefits:

- Creating excellent contacts with coworkers and community members for future career.
- Hands on experience in project management and event planning.
- Opportunity to work in a creative and diverse environment.
- Experience in nonprofit management issues such as fund development and stakeholder relations.

Administrative

25. Assistant to the Executive Director

The Assistant supports LAC’s Executive Director in various ways. Volunteer reports to the Executive Director. The volunteer will provide operational coordination, administrative support, and project management to the Executive Director. The volunteer will assist in key strategic planning activities. This position would be ideal for students or professionals in the following fields: Nonprofit management, business administration, community development, and organizational studies.

Minimum length of commitment: 1 semester

Hrs/Week: 5-10

Responsibilities:

- Create reports, power point presentations, fact sheets, etc.
- Miscellaneous job-related duties: Make copies, file documents, send communications (emails and faxes).
- Assist with the preparation of organizational requirements to renew State license as a nonprofit.
- Prepare information packet for the monthly board of directors meetings.
- Provide logistical and administrative support for the opening of LAC’s branches in the Charlotte area.

Skills:

- Excellent organizational skills, attention to detail, and independent.
- Strong interpersonal and communication skills (verbal and written) and the ability to work effectively with a diverse group of people.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Working knowledge of Microsoft Office Applications (Word, Publisher, Excel, Access).
- Bilingual a plus (but not required).

Requirements/Training/Other:

- The Executive Director will provide the Administrative Assistant volunteer with pre-service training about program/office procedures and protocols. Duration: 2hrs approx.

Benefits:



- Knowledge of local rules and regulations in the nonprofit field.
- Contact with local institutions and community members.
- One-on-one contact with a board of directors.
- Improve communications skills.

Resource Center

26. Information and Referral Assistant

Volunteer reports to Volunteer Services Director. This position would be ideal for students or professionals in the following fields: nonprofit management, social work, education, international business, international studies, Latin American studies, Spanish.

Minimum length of commitment: 1 semester **Hrs/Week:** 4-8

Responsibilities:

- Greet, orient, assess, and provide information for callers and visitors.
- Maintain up to date referral resources for clients.
- Perform clerical and administrative tasks as needed such as updating client data base, making copies, sending faxes and emails, and document filing.
- Assist in the development and implementation of specific projects and programs.
- Provide feedback to staff about Resource Center procedures and client services.

Skills:

- Excellent interpersonal skills, problem solving skills, resourceful and effective researcher.
- Fully bilingual (Spanish and English).
- Ability to work under pressure and assist clients under stressful life situations.
- Exhibits compassion and respect to clients.
- Good data entry accuracy and typing skills.
- Clerical and record keeping skills.

Requirements/Training/Other:

- Complete Resource Center procedures orientation and Client Data Base training provided by Client and Volunteer Services Director. Duration 2hrs.
- Complete at least two shifts of job shadowing prior to start of service. Duration: 2 shifts (8 hrs).

Benefits:

- Practice Spanish/English communications.
- One-on-one contact with community members.
- Establish great contacts in the social service field.
- Work in a diverse and dynamic environment.

Volunteer Services

27. Volunteer Services Coordinator

The Volunteer Services Program supports LAC's staff, program goals and the mission of the organization. Volunteer reports to Client and Volunteer Services Director. This position would be ideal for students or professionals in the following fields: Nonprofit management, human resources management, public affairs, Latin American studies.

Minimum length of commitment: 1 semester **Hrs/Week:** 8-10

Responsibilities:

- Serve as a contact for volunteer registration for LAC Volunteer Information Sessions.
- Assist in the promotion of LAC's Volunteer Services Program and volunteer recruitment at community events, fairs, and presentations.
- Assist Client and Volunteer Services Director with administrative duties including coordinating groups, data entry, planning staff and volunteer trainings.
- Offer logistical support for the Annual Volunteer Recognition event.
- Assist with the creation of program materials such as flyers, brochures, PSAs, emails, press releases.
- Provides feedback and input to Volunteer Services Director to maximize volunteer output and efficiency.
- Update Volunteer Data Base.

Skills:

- Organized, detailed oriented, and professional demeanor.
- Good data entry and record keeping skills.
- Bilingual skills preferred.
- Proactive planning skills.
- Interest in human resource and nonprofit management practices.
- Working knowledge of Microsoft Applications (Word, Excel, Publisher).

Requirements/Training/Other:

- Submit a combination of 3 writing/marketing material samples with your application (i.e.: class paper, press release, flyer, newsletter article, etc).
- Prior to start of service Client and Volunteer Services Director will provide orientation about goals and expectations of position and program. Duration: 1 hr.
- Volunteer Data Base training provided while in service. Duration: 1hr approx.

Benefits:

- On hands experience in volunteer management.
- Work with a diverse group of volunteers and staff.
- Opportunity to enhance Spanish/English communications skills.