



**Job Title:** LAA Workforce Development Intern

**Type:** Temporary – Volunteer Internship (*Unpaid*)

**Department:** Economic Empowerment

**Applications:** To apply, please fill out our internship application here:

<https://thelaa.jotform.com/231705231276955>

**Position Summary:**

The Employment Program Intern supports the LAA's mission of empowering Latinos to achieve economic mobility by preparing job seekers to be "job-ready" and connecting them with employment opportunities. This role is hands-on and client-focused, ensuring participants have a positive and professional experience at LAA employment events such as resume workshops, mock interviews, and job fairs.

**Internship duties/responsibilities:**

1. Assist with developing and maintaining recruitment systems for job seeker events.
2. Administer post-event and program follow-up surveys to gather participant feedback.
3. Support the management of the LAA Job Bank by updating candidate resumes and employer postings.
4. Provide logistical support, including set-up and breakdown, for Employment Program events (e.g., Resume Days, Job Fairs).
5. Communicate with clients by phone and email, offering timely information and follow-up.
6. Contribute to the creation of outreach and marketing materials to promote events and services.
7. Perform other duties as assigned to support program goals.

**Skills/Qualifications needed**

1. Bilingual Spanish and English – able to effectively communicate with students in Spanish.
2. Competency in writing in Spanish
3. Understanding and use of Microsoft Office Suite (Outlook, Word, PowerPoint, Excel)
4. Go-getter, self-starter, open-minded attitude
5. Strong interpersonal and communication skills, both written and oral
6. Ability to multitask and work in a fast-paced environment
7. Excellent client service skills, team work skills, time management, and detail oriented
8. Excellent computer skills and office administration skills
9. Willing to work remotely and in-person.
10. **Required: 12-18 hours commitment/week, 2-4 days a week during your internship period with the option to continue to the next internship period.**

**An internship with this department presents an opportunity to gain a full understanding of the needs affecting metro-Atlanta's Latino population and the following:**

1. Gain exposure and experience at the intersection of non-profits, job-readiness, job/skill training, and the Hispanic/Latino population in the metro Atlanta area.
2. Develop skills in the area of program management and working knowledge of the Latina entrepreneur population and landscape in Georgia
3. Attain experience in database management, adult education, and classroom management.
4. Gain skills related to speaking in Spanish language and exposure to a bicultural/bilingual learning experience in the field of social and community services.
5. Learn and implement organization policies including privacy and confidentiality policies within social services programs.



## Latin American Association

6. Develop a positive attitude, cultural diversity skills, social intervention skills, and a strong desire to help the community.
7. Serve as an integral part of community events and outreach activities for the Latinx/Hispanic communities.
8. Learn how to relate effectively with people of diverse cultural and economic backgrounds.