

Volunteer Position Announcement

Position Title: Program Director for the plaza comunitaria.

Position Type: Volunteer

Reports to: Executive Director

Position Fill Date: Immediately

Summary:

The Volunteer Coordinator of Educational Initiatives will work with the Executive Director to implement the Alliance's educational initiatives. These include the *plaza comunitaria*, a basic and middle school adult ed course, offered online in partnership with the National Institute for Adult Education in Mexico.

Essential Duties:

1. Maintain volunteer lists and assist with scheduling of computer lab hours for the Plaza Comunitaria.
2. Serve as a point person for volunteers and students in our educational initiatives.
3. Maintain reporting of student progress
4. Assist with the development of new educational initiatives as possible (including HiSET or GED prep and ESL)

Skills Preferred

- At least a high school diploma
- Bilingual Spanish helpful but not necessary
- Organized
- Experience in the field of education.

Compensation: This is a volunteer position as of this time.

Who is the Carolina Immigrant Alliance?

We are a 501(c)3 tax-exempt non-profit that provides educational and legal assistance to immigrants in the greater Charlotte-Metro Area. Located in Rock Hill, SC, our mission is the work for the mutual inclusion of all people through immigration legal aid, public policy advocacy, educational initiatives, and relationship building. You can learn more about us at www.carolinaimmigrantalliance.org