



JOB ANNOUNCEMENT: Project Coordinator

LATINA LEADERSHIP INITIATIVE OF GREATER DES MOINES (LLI)

The Latina Leadership Initiative of Greater Des Moines (LLI) seeks a part-time Project Coordinator to work at our office located at 2925 Ingersoll Ave, Suite 3, Des Moines, IA 50312. Initially, the Project Coordinator will work between 15 and 20 hours a week, including some Saturdays. There is a possibility the position could become full time. The Project Coordinator will work under the direct supervision of the LLI chairperson and co-chairperson.

The LLI is an exciting new community engagement project that will support young Latina leaders who can contribute to the future growth and problem solving needed to ensure the quality of life we expect in our community.

The LLI will provide a unique curriculum that addresses self-empowerment, teamwork, community building, public speaking and career advancement. Participating young women will be linked with mentors in the community to help guide their development and involvement, as well as assist with community action projects that address critical issues in the Latino community.

The Project Coordinator will be responsible for:

- Assisting in grant writing.
- Maintaining/updating donor records and producing fundraising mailings according to LLI fundraising plans.
- Assisting with financial record keeping
- Preparing agendas, materials and minutes for Steering Committee/Board meetings
- Assisting with public relations, updating the LLI website and managing the Facebook and

LinkedIn accounts

- Coordinating the logistics for LLI leadership development classes
- Assisting in coordinating participants' service projects
- Developing reports as requested by the Steering Committee/Board

Project Coordinator Qualifications:

- Preferred college degree
- Minimum of 2-3 years' experience with basic administrative skills
- Experience with grant writing and fundraising
- Excellent written and oral communication skills
- Fully bilingual (English/Spanish)
- Ability to multitask and work independently
- Experience with website and social media, and working with the public
- Must be well organized and detail oriented

Skills and Abilities:

- Proficient in Microsoft Word, Excel and Publisher, and have website and social media management skills
- Must be able to work as a team and on your own, as necessary.
- Ability to quickly adapt work priorities as organizational needs demand
- Good problem-solving skills
- Ability to work with diverse people, and to support the mission of LLI
- Ability to operate office equipment such as copiers, printers, scanners, etc.
- Must professionally represent LLI to the public, online, and in all instances in performance as Project Coordinator

Salary and Benefits:

Salary \$20.00/hour. No benefits at this time.

Application Process:

Please send cover letter, resume, three references and a writing sample via regular mail **BY**

April 15, 2013 to:

Sonia Parras Konrad
LATINA LEADERSHIP INITIATIVE OF GREATER DES MOINES
P.O. Box 12178
Des Moines, IA 50312

No phone calls please.

LLI is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity and strongly encourages applicants from persons of color, women, and members of other under-represented groups. LLI does not discriminate on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion or disability.