



LULAC Council 10 Davenport, Iowa

15 July 2020

Job Announcement

The League of United Latin American Citizens (LULAC) Davenport, Iowa currently has an immediate opening for a contracted employee to serve as a Community Advocate in Columbus Junction Iowa and surrounding Louisa County. The position is temporary for one year. The candidate should be an energetic self-starter with excellent communication skills.

- Brief description of job duties
 - Works with local organizations to identify needs of the underserved community in Columbus Junction, Iowa that have been affected by the COVID-19 virus
 - Develops partnerships within and outside the community to resource the needs and set up or utilize existing programs to address those needs for recovery.
 - Establishes sustainable programs
 - Provides own transportation (mileage reimbursed)
- Skills needed
 - Fluent in Spanish and English language (reading and writing)
 - Able to work with a multicultural community
 - Proficient in Microsoft Office
 - Experience in grant writing
 - Able to build and lead teams
- Educational requirements
 - College degree preferred in related area such as Social Work, Public Administration, Human Services, etc.
 - Minimum requirement: High School Diploma or GED
- Starting salary – \$20.00 hour
- Instructions for applying
 - Please submit your resume to LULACCJA@gmail.com
 - Deadline for submitting resume is Wednesday, 29 July 2020

For more information please contact Michael Reyes, LULAC Council 10 Administrator at LULACCJA@gmail.com