Anuncios de Empleo - January 24, 2020 Bilingual Job Announcements

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Job Announcements

Letter from the Mayor

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January 23, 2020 | Vol. 6, Issue 4
Letter from the Mayor

Dear Washingtonians,

This week, mayors from across the nation are in Washington, DC for the 88th Winter Meeting of the U.S. Conference of Mayors. This annual meeting is an opportunity to share best practices, to learn from our challenges, and promote innovative solutions that work for our residents.

This meeting is also an opportunity for me to draw attention to our ongoing fight for DC statehood and the issues that matter most to Washingtonians. At yesterday’s opening press conference, I spoke about the need to work together on common-sense gun reforms. Mayors from all over the country and from both parties agree with us that more must be done to keep Americans safe from gun violence. And more must be done to take on the affordable housing crisis. And more must be done to improve our nation’s infrastructure and

Mayor’s Office on Talents and Appointments

Looking for a job with the Executive Office of the Mayor (EOM)

Check for Openings at MOTA

Director of Strategic Initiatives – Deputy Mayor for Education

OPEN: January 2, 2020

CLOSE: Open until filled

SALARY RANGE/GRADE:  Exempted Service, Grade 8 Range:
$100,357 to $125,447

Job Summary:

The Director of Strategic Initiatives is the senior leader on the policy team responsible for leading, tracking and coordinating priority initiatives in the area of career readiness and workforce development. This individual will work with agency leaders and community stakeholders to strengthen pathways so every District resident can pursue meaningful family-sustaining work.

Special Requirement:

- Capital City Public Charter School
- Housing Counseling Services
- Hispanic Communication Network
- Mary’s Center
- Hotel Hilton Inn in Reagan Airport
- Establo de Caballos
- Sprout Café en Reston
- Se busca niñera
- Se busca preparador de sandwiches
- Se necesita empleada para Laundromat
- Entrenamientos en Safe Shores
- Entrenamiento en DC Infraestructura
Graduate from an accredited college or university with a Bachelor’s degree in public or business administration, education, public policy, or a closely related field, plus a minimum of five (5) years of work related experience; OR an equivalent combination of education and/or experience which exhibits the ability to perform satisfactorily in the position.

Grants Management Specialist - Serve DC

Type:  Exempted Service
Salary: Grade 4 = $63,566.86
Close:  Open Until Filled

Job Summary:
This position functions as the Grants Management Specialist, responsible for participating in the overall management and coordination of grants and programmatic activities supported by the agency. In cooperation with the Director and Deputy Director, designs and maintains a financial and grants management system including writing policies and procedures and a fiscal manual for use by programs.

Knowledge Required by the Position:

- Expert knowledge of legislation, regulations, and provisions of Federal and District law relating to national service and grants management.
- Expert knowledge of budget process and federal funding requirements relating to the grants processes.
- Comprehensive knowledge of analytical and evaluative methods to assess and evaluate policies, program, and issues for decision-making; and to identify potential and existing problem areas.

Please click [here](https://content.govdelivery.com/accounts/DCWASH/bulletins/2780e23) for more information and how to apply.
Tiene disponibles las siguientes posiciones a tiempo completo y parcial:

**Pago por Hora:** $20.00 - $27.50

- **Asistente de Reclutamiento:** ayuda a reclutar y evaluar a los solicitantes de empleo.

- **Supervisor de Equipo:** designa, entrena y supervisa a los enumeradores que participan en la recopilación de datos.

- **Supervisor de Operaciones de Oficina:** coordina y supervisa el trabajo de los empleados de oficina en áreas funcionales específicas.

- **Enumerador:** realiza actividades de recolección de datos para el censo en la comunidad y en su vecindario.

- **Asistente Administrativo/a:** realiza una variedad de actividades administrativas para apoyar en la recopilación de datos de campo, reclutamiento de personal, planilla de pagos, tecnología automatizada, y control de calidad.

Favor presente su aplicación de empleo [aquí](https://content.govdelivery.com/accounts/DCWASH/bulletins/2780e23).

Para obtener más información o ayuda para presentar su aplicación, llame a 1-888-480-1639

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**Capital City Public Charter School**

Is seeking to hire a Language Access Associate/Translator(Spanish)

Salary range: $45,000 - 52,000

**Job Summary:**

The Language Access Program at our diverse PK-12 school aims to strengthen family-school communication and partnerships by ensuring that translation and interpretation services are of the highest quality, and equivalent to the communication provided in English.

Candidate requirements:

- Bachelor’s Degree; degree in translation or linguistics preferred; proven translation and revision experience; ATA certification preferred

- Excellent command of English

- Experience providing interpretation services

**To Apply:**
Email your resume and letter of interest to Gerson Paniagua, Assistant Director of Family Engagement at capitalcityjobs@ccpcs.org Please include the position title in the subject line of your email.

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**Jobs in Non-Profit Organizations**

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**Housing Counseling Services, Inc.**

Is seeking to hire

**Community Engagement Specialist**

**Open Date:** December 2019, Open until Filled

**Salary range:** $42,000-$55,000

**Position Requirements:**

- Ability to work independently and as a team player, exercising mature judgment;
- Highly motivated self-starter with an ability to multi-task and meet deadlines;
- Willingness and desire to work in the community;

Read full job description [here.](#)

Resumes and cover letters should be sent to employment@housingetc.org. Resumes without cover letters will not be considered.

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**Hispanic Communications Network**

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[https://content.govdelivery.com/accounts/DCWASH/bulletins/2780e23](https://content.govdelivery.com/accounts/DCWASH/bulletins/2780e23)
Is seeking to hire a

**Strategic Partnerships and Business Development Director**

**Position:** Full Time Employment

**Start Date:** ASAP

**Compensation:** 70 - 85k + Commission

**Expected Outcomes**

- Generate a minimum of $100,000 in new business within the first 6 months.
- Generate a minimum total of $500,000 of new business within the first 12 months.

**Education and Experience**

- BA degree or higher
- 5 years of experience in business development

Click [here](#) to apply

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Mary's Center

Is seeking to hire a

**Student Recruitment and Outreach Manager**

The Student Recruitment and Outreach Manager leads the outreach team at Briya Public Charter School

**Education**

Level – 4 Year Degree

**Qualifications**

- Bachelor’s degree preferred
- Demonstrated track record of student recruitment or related experience
- Experience building and sustaining strategic partnership

Click [here](#) to apply
Empleos en el área de servicios / Jobs in the Service area

Hotel Hilton Garden Inn en Reagan Airport

**Busca contratar**

**HOUSEKEEPER**

**HOUSEMAN**

**NO EXPERIENCIA NECESARIA**

Para aplicar en persona ir a la siguiente dirección

2020 Jefferson Davis HWY

Arlington, VA 22202

Fuente: El Tiempo Latino, enero 2020

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**Establo de Caballos**

**Busca contratar**

**Empleado para Limpiar Establos para Caballos**

**Requisitos**

- Limpiar 10-15 establos para caballos cada día
- Entrar y sacar caballos
- Alimentar a los caballos y darles agua
- Tiempo completo (trabajar 40 hrs por semana)

Favor de comunicarse con el señor Ranero al tel. (301)-525-8814.

Fuente: El Tiempo Latino, enero 2020

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**Sprout Cafe en Reston**

**Sprout Cafe busca contratar**

**Team Member y un Kitchen Prep**

Para trabajar en un Deli Cafe

Para entrevistas llamar al Tel. 571-326-8508

Fuente: El Tiempo Latino, dec 2019
**Niñera**

**Se busca contratar persona**

para cuidar a 2 niñas con discapacidades y para ayudar con los quehaceres de la casa

Requisito: Vivir cerca o en el área de Hyattsville, MD

Llamar de 9 am a 5 pm

Sueldo $18/hora

Para los fines de semana

Tel. (240)-839-7512

Fuente: Washington Hispanic, enero 2020

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**Preparador de Sandwiches**

**Se busca contratar preparador de sandwiches y cajero(a)**

Requisito: tener experiencia

Washington, DC

Llamar a:

(202)-863-7590

(301)-300-3279

Fuente: Washington Hispanic, enero 2020

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**Park Laundromat**

**Se necesita una empleada para trabajar en Park Laundromat**

Dirección: 7723 George Ave. NW Washington, DC 20012

Requisitos: Inglés básico

Permiso de trabajo

Horario flexible por las mañanas y tardes

Fuente: Washington Hispanic, enero 2020

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Entrenamientos/Trainings
Safe Shores—El centro de Abogación Infantil del Distrito de Columbia es una organización sin fines de lucro de servicio directo dedicados a apoyar y trabajar directamente con niños víctimas de abuso sexual y físico en DC.

Safe Shores está ofreciendo los siguientes entrenamientos suplementarios para aquellos que han tomado la capacitación Guardianes de los Niños:

- "Hablando con los Niños sobre la Seguridad Contra el Abuso Sexual"
- "Contacto Saludable para Niños y Jóvenes"
- "Espectadores que Protegen a los Niños de Violaciones de Límites y Abuso Sexual"

Contacte a Gerald De Leon Coordinador de Enlace Comunitario y Prevención para solicitar información adicional y entrenamiento

GDeLeon@safeshores.org

Interested in employment in the utility industry?
English

This employment newsletter is compiled biweekly by the Office on Latino Affairs’ Language Access and Advocacy program. Please let us know if you are offered any of these positions. It will be nice to hear any good news and see that this newsletter is connecting people with employment opportunities. If a government agency, business or nonprofit organization in DC would like to promote employment, or internship opportunities please send an email message to:

https://content.govdelivery.com/accounts/DCWASH/bulletins/2780e23
Español

Este boletín informativo sobre empleos es compilado cada dos semanas por el Programa de Acceso Lingüístico de la Oficina de la Alcaldesa para Asuntos Latinos (MOLA). Por favor, háganos saber si le ofrecen alguna de estas posiciones. Será agradable escuchar cualquier buena noticia y ver que este boletín está conectando a las personas con oportunidades de empleo. Si una agencia gubernamental, negocios y organización sin fines de lucro en DC desea promover empleos u oportunidades de pasantías, envíe un mensaje de correo electrónico a:

Ronal Avila, Language Access Coordinator

Angela Gonzalez, Language Access Monitor

Read our last Newsletter: La Voz de MOLA here!

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Questions? Contact Us

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