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Job Announcements

Anuncios de Empleo | January 29, 2016

DC GOVERNMENT JOBS



[DC Public Library](#) is seeking a **Web & Social Media**

Specialist-Closing Date: February 8, 2016-**Salary Range:** \$55,195.00 -

\$71,161.00-**Job Summary:** The selected candidate will oversee and manage the publishing of web content as well as plan, implement and evaluate the Library's Social Media-**Qualifications:** Individual must have three years of working experience in a public relations position, as well as experience working in online communications and marketing. Bachelor's degree required-[Please click here for more](#)

[information and how to apply.](#)



[Mayor's Office of Talent and Appointments \(MOTA\)](#) is seeking diverse and passionate individuals to work in DC Government. Candidates must submit their resume and any additional eligibility materials. Management level positions-[Please click here for more information and how to apply.](#)

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826DC

[826DC](#) is seeking an **Executive Director-Closing date:** Open until filled-**Job Summary:** The Executive Director will provide leadership of the 826 personnel, programs, administration, strategy, and finances as well as design and implement a fundraising plan-**Requirements:** Applicant should be a skilled leader with an ability to motivate and develop a staff and board members, strong communication skills, and proven ability to raise funds for an organization or cause-[Please click here for more information about the position and how to apply.](#)



[Hola Cultura](#) is seeking a **Program Coordinator-Closing Date:** Open until filled-**Job Summary:** Assist with grant writing and reporting, organizational development, and community outreach. Program coordinator will assist with outreach efforts, and event planning-**Requirements:** A Bachelor's degree required. The incumbent should be a *bilingual (Spanish/English)* individual passionate about helping the local Latino community-[Please click here for more information about the position and how to apply.](#)



[The Next Step Public Charter School](#) is seeking a **Director of Curriculum and Instruction-Closing Date:** Open until filled-**Job Summary:** Assist principal with screening, hiring, training and evaluation of instructional coaches, teachers and assistant teachers, as well as overseeing the development and review of school's curriculum-**Requirements:** A Masters degree in Education or related field is required. The incumbent should be a *bilingual (Spanish/English)* individual with experience in budget management, curriculum design, and management. Work hours are split between day school and night school-[Please click here for more information about the position and how to apply.](#)

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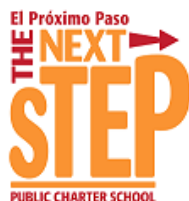
Muriel Bowser
Mayor
District of Columbia

Jackie Reyes
Director
Mayor's Office on
Latino Affairs





[The Next Step Public Charter School](#) is seeking an **Executive Assistant-Closing Date:** Open until filled-**Summary:** The selected candidate will provide high-level administrative support to principals and the instructional leadership team so that day-to-day operations are implemented in an effective manner, with a strong emphasis on customer service-**Requirements:** A bachelor's degree in Education or related field. The incumbent should be a *bilingual (Spanish/English)* individual with experience in a comparable position-[Please click here for more information about the position and how to apply.](#)



[The Next Step Public Charter School](#) is seeking a **Part-Time GED Teacher-Closing Date:** Open until filled-**Requirements:** A bachelor's degree in one of the GED subject areas, and experience designing and delivering curricula across multiple levels. The incumbent should be available to work Monday through Thursday from 5-9PM-[Please click here for more information about the position and how to apply.](#)



[The Next Step Public Charter School](#) is seeking a **Part-Time ESL Teacher-Closing Date:** Open until filled-**Requirements:** A bachelor's degree or higher degree in ESL, TESOL or ELA, with experience designing and delivering curricula for ELL students across multiple levels. The incumbent should be available to work Monday through Thursday from 5-9PM-[Please click here for more information about the position and how to apply.](#)



[Capital City Public Charter School](#) is seeking a **Bilingual Front Office Manager-Closing Date:** Open until filled-**Salary Range:** \$30,000 - \$40,000-**Requirements:** Capital City Public Charter School is interested in recruiting a *bilingual (Spanish/English)* candidate who is organized, detail-oriented with prior office experience, including familiarity with office systems such as student databases. Work hours are from 11:00AM to 7:00PM, with some changes depending on events-[Please click here for more information about the position and how to apply.](#)



[Ayuda](#) is seeking a **Language Access Spring Intern-Closing Date:** Open until filled-**Salary Range:** Unpaid-**Job Summary:** The intern will dedicate 16-21 hours per week (flexible) to providing administrative and programmatic support to Ayuda's Language Access program. We are particularly looking for undergraduate students interested in gaining non-profit, language access, and/or immigrant rights work experience-**Qualifications:** Proficiency in Microsoft Windows OS and Microsoft Office Suite required. Experience with data entry required. *Bilingual or multilingual individuals are encouraged to apply (Spanish, Amharic, French-speakers, etc.)* although it is not a requirement-[Please click here for more information about the position and how to apply.](#)



[The Latin American Montessori Bilingual Public Charter School \(LAMB\)](#) is seeking an **Extended Learning Day (ELD) Coordinator-Closing Date:** January 31, 2016-**Salary Range:** Commensurate with Experience-**Requirements:** We are interested in a *bilingual (Spanish/English)* candidate who has experience with after school programs. This is a part-time position, with work hours from 2:00PM to 6:00PM on school days-[Please click here for more information about the position and how to apply.](#)



[The Latin American Montessori Bilingual Public Charter School](#)

[\(LAMB\)](#) is seeking an **Accounting Assistant-Closing Date:** January 31, 2016-**Salary Range:** Commensurate with

Experience-**Requirements:** We are interested in candidates with at least two years of accounting experience and knowledge of Quickbooks.

Bilingual candidates preferred-[Please click here for more information about the position and how to apply.](#)



[The Latin American Montessori Bilingual Public Charter School](#)

[\(LAMB\)](#) is seeking a **Bilingual Speech-Language Pathologist-Closing Date:** January 31, 2016-**Salary Range:** Commensurate with

Experience-**Requirements:** We are interested in a candidate with at least 5 years of school experience. *Bilingual candidates preferred-[Please](#)*

[click here for more information about the position and how to apply.](#)



[The Latin American Montessori Bilingual Public Charter School](#)

[\(LAMB\)](#) is seeking a **Special Education Teacher-Closing Date:** January 31, 2016-**Salary Range:** Commensurate with Experience-

Requirements: We are interested in candidates with teaching experience with a focus on reading. *Bilingual candidates*

preferred-[Please click here for more information about the position and how to apply.](#)



[Carlos Rosario International Public Charter School](#) is seeking a **School Principal-Closing date:**Open until filled-**Salary**

Range:Commensurate with experience-**Job Summary:** The Principal will lead and ensure excellence in teaching and learning, high rates of enrollment and attendance, a safe and compassionate learning environment for the Sonia Gutierrez campus-**Requirements:** Applicants should have at least 7 years of management experience, 3 years teaching experience. Master's degree in Education Administration or related field required. *Bilingual English/Spanish Required*-[Please click here for more information about the position and how to apply.](#)



[Carlos Rosario International Public Charter School](#) is seeking a **Human Resources Director-Closing date:** Open until filled-**Salary**

Range: Commensurate with experience-**Job Summary:** The selected candidate will develop, implement, and maintain human resources policies and procedures affecting Carlos Rosario School employees-**Requirements:** Applicants should have at least 5 years of Human Resources experience-[Please click here for more information about the position and how to apply.](#)



Mary's
Center

[The Mary's Center](#) is currently hiring individuals for a variety of job openings. For the a listing of available opportunities, and to obtain additional information about how to apply, please see [this webpage.](#)



[Community Tax Aid, Inc.](#) has several full-time and part-time positions

available in the DC metropolitan area. For more information about these career opportunities and how to apply, [please click here.](#)

DC Classes, Workshops, Job Fairs, and Trainings



[DC Public Schools](#) is seeking individuals to play the role of mentors and share their professional passions to inspire DC Youth to work towards their professional dreams. From January to May, students and mentors will meet twice per month for 1.5 hours to develop a career focused project. The student will then undergo an 80 hour internship at mentor's place of employment-[For more information, click here.](#)



[CentroNía](#) will be hosting free Tax Clinics each Saturday from February 6 to April 16 from 9AM-2PM-[Please click here for more information.](#)

[CentroNía](#) estará ofreciendo citas gratis para ayudar en la preparación de impuestos cada sábado del 6 de febrero al 16 de abril de las 9a.m. hasta las 2p.m. [Para obtener información adicional en español, haga clic aquí.](#)



[DC Public Library](#) will be offering free ESL Conversation Circles from October 2015 through September 2016. These drop-in groups are for adults wanting to improve their oral skills in English, but already can speak and understand basic English-[Please click here for more information.](#)

This employment newsletter is compiled biweekly by the Office on Latino Affairs's 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 your government agency or nonprofit organization in DC would like to promote employment,

or internship opportunities please send an email message to cecilia.castillo@dc.gov.

