**ALIANZA LATINA APLICANDO SOLUCIONES (A.L.A.S.)**

Alianza Latina Aplicando Soluciones (A.L.A.S.) is a non-profit organization that promotes the development of persons with disabilities to their highest capacity. A.L.A.S. provides support, resources and information to individuals, parents, caregivers and community agencies.

**POSITION:** Training Coordinator  
**REPORTS TO:** Executive Director & CPRC Project Director  
**TYPE OF EMPLOYMENT:** Part Time

**Required Qualifications:**
- High School Diploma
- Verbal and written communication skills in English and Spanish
- Strong computer skills
- Strong organizational skills
- Ability to relate well with others and be culturally sensitive
- Flexibility to travel
- Ability to keep good records and collect required data

**Desire Qualifications**
- College Degree
- Parent/family member of child with a disability
- Ability to operate Microsoft Office, Excel, and Power Point
- Experience in working with individuals in a guidance or counseling role
- Experience in effective communication, including public speaking, workshop presentations
- Knowledge of the Individuals with Disabilities Education Act (IDEA, Federal special education legislation) and the regulations related to IDEA
- Experience in community service/human service/social service

**Job Functions:**
- Provide individual assistance (information, guidance, advocacy) by telephone and in-person to parents and caregivers regarding special education procedures for children with disabilities
- Assist in development of recruitment materials and curricula appropriate to the project
- Provide direct training
- Participate in evaluation activities
- Develop and maintain relationships with agencies and organizations serving children and individuals with disabilities, as well as schools and parent groups
- Develop and maintain relationships with agencies and organizations serving culturally diverse communities, as well as schools and parent groups
- Plan, present, supervise workshops for parents and other interested individuals
- Secure media coverage about agency and workshops
- Provide presentations and exhibits to various organizations and professional groups
- Accurate and timely collection of any required records
- Other duties as assigned
Compensation
Commensurate with experience

Application
Send resume and cover letter to:

via email at iperez@alianzalatinawi.org or by mail
Alianza Latina Aplicando Soluciones (A.L.A.S.)
1615 S. 22nd Street, Suite 109, Milwaukee, WI 53204

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

A.L.A.S. is an equal opportunity/affirmative action employer committed to having a diverse work force. Members of minority groups and persons with disabilities are strongly urged to apply.

Required Prior To Hire
Reference check
Criminal Background check
Proof of residency