



## **Diversity & Inclusion Program Assistant (Spanish Speaking)**

NewBridge is a non-profit organization that helps provide older adults a bridge to successful aging. Our agency provides a wide variety of services and programs primarily for low-income individuals, aged 60 and older. We are seeking someone who is passionate about helping Hispanic older adults thrive, and has experience and reliability in racially diverse settings. NewBridge intentionally values and promotes diversity, equity, inclusion and anti-racism in serving older adults. The Diversity & Inclusion (D&I) Program Assistant will work with low income older adults in Dane County and must be fluent in Spanish.

### **Job Description**

Under the general supervision of the Hispanic D&I Program Manager, the D&I Program Assistant will provide assistance and support to the Hispanic D&I Program Coordinator. Areas include program facilitation and implementation, health education research, engagement and communication with older adults, and transportation coordination/scheduling for events and activities. The D&I Program Assistant may also engage in outreach in Madison's Hispanic communities.

### **Qualifications:**

- Excellent time management and organizational skills
- Strong people skills; effective communicator and listener
- Team player who can work independently
- Cultural competence and sensitivity

### **Responsibilities:**

- Schedule and coordinate transportation for participants
- Assist with collecting information for monthly reports
- Correspond with older adults by phone, email, and computer applications
- Assist with delivery of program supplies and materials
- Provide assistance with in-person programs, activities, and outings
- Gather online information and research for programs
- Assist with completion of forms and report related to programming



### **Education and/or Experience:**

- Fluency in Spanish and basic English speaking skills required
- High school diploma/equivalent or work experience with Spanish speaking individuals
- Computer skills with MS Office software, including Word and Excel
- Ability to embrace diverse perspectives and understanding the relationship between race and life experiences.

### **Requirements:**

- Driver's license with access to dependable personal vehicle
- Automobile insurance
- Criminal/caregiver screening
- A writing sample in Spanish may be required during the interview

### **Schedule:**

- 32 hrs./week
- Flexible hours
- Occasional weeknight/weekend hours
- Hybrid work model

### **Salary & Benefits:**

- Base Salary: \$19-\$20/hour
- Partial Benefits Package
- Mileage Reimbursement

### **Accepting resumes through May 29, 2024**

We require **either** a resume or a NewBridge job application (application is available on our website). You may either email (info@newbridgemadison.org) or drop off your resume at NewBridge, Attn: Deb, 1625 Northport Dr., #125, Madison, WI 53704

***NewBridge Madison intentionally values and promotes diversity, inclusion and anti-racism in serving older adults***