



# Job Description

## Bilingual (English/Spanish) Outreach Specialist

**Organization Description:** The Hola Center of Iowa is a non-profit organization established in 2022 to provide direct services to Latinos in Iowa.

**Program:** [Project Recovery Iowa](#)—Disaster relief work in partnership with and funding from the Iowa Department of Health and Human Services(IowaHHS).

Project Recovery Iowa provides counseling, virtual activities, referrals, and help finding resources to any Iowan seeking assistance or a listening ear

**Title:** Bilingual Outreach Specialist

**Reports to:** The Hola Center of Iowa Team Lead

**Location:** Hybrid with travel to Clay, Emmet, Lyon, Plymouth, and Sioux Counties.

**Position Status:** Temporary on contract position

**Timeframe:** July to September 23, 2024

**Hours:** Up to 40 hours a week with flexibility to pick desired days

**Compensation:**

- \$20-\$25 an hour, depending on experience.
- Mileage reimbursement is provided at \$0.59 a mileage.

**Position Overview and Responsibilities:**

- The Hola Center of Iowa Outreach Specialist will be committed to serving Spanish speakers in Iowa by performing in-person outreach activities in Clay, Emmet, Lyon, Plymouth, and Sioux Counties.
- Collaborate with individuals, families, and groups to offer outreach, emotional support, counseling, public education, and referrals.
- Represent the program within the community, connecting with other agencies and partners to ensure the needs of survivors are met.
- Deliver presentations to community groups on disaster reactions, coping skills, stress, and management.
- Attend weekly meetings will be scheduled between the State Program Manager, State Program Coordinator, and the Team Lead.
- Other duties as assigned.

### **Skills, Knowledge, and Experience**

- All candidates should have proven leadership, coaching, bilingual (English and Spanish) and bi-cultural skills.
- Experience working in a non-profit organization in mental health, human service, and/or disaster relief as a paid staff person or volunteer.
- A bachelor's degree is preferred but not required.
- Knowledge or ability to quickly learn crisis intervention and de-escalation practices
- Ability to practice healthy boundaries with clients.
- Experience working with the Latino and new immigrant communities.
- Ability to create relationships with community leaders
- Excellence in organization and time management with the ability to work remotely, work with individuals in high-stress situations, and facilitate meetings.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, adaptable, and innovative approach to taking on new challenges
- Ability to collaborate effectively with people from different cultures, ethnicities, levels of education and literacy, sexual orientation, and backgrounds.
- Integrity, positive attitude, mission-driven, compassionate, and self-directed.
- Excellent proficiency in software, including all Google applications, zoom, slack, etc.
- Must have a valid driver's license and proof of auto insurance.

**Applicants must be able to start as soon as possible. To apply, please send your resume, including three references, to [info@holacenter.org](mailto:info@holacenter.org). Please, no phone calls.**