

GOVERNMENT OF THE DISTRICT OF COLUMBIA



Executive Office of the Mayor
Office on Latino Affairs

Adrian M. Fenty
Mayor

Mercedes Lemp
Director

NEWS FROM THE OFFICE ON LATINO AFFAIRS (OLA)

**Job and Community Announcements
Anuncios de empleo, Actividades y Reuniones**

May 1st, 2010 – May 15th, 2010



1. ° de mayo de 2010 – 15 de mayo de 2010

May 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 Hispanics in Philanthropy Applicant Information Session, 1:00PM – 3:00PM, (OLA, 2000 14th Street, NW, 2nd Floor)	7 Hispanics in Philanthropy Applicant Information Session, 2:00PM-3:30PM (conference call)	8
9	10	11	12	13	14	15

THE OLA'S CALENDAR CAN BE VIEWED AT [Office on Latino Affairs.](#)

JOB ANNOUNCEMENTS



DISTRICT DEPARTMENT OF TRANSPORTATION

■ **District Department of Transportation (DDOT)**—Reference: 15922—
CS-0360-12 Equal Opportunity Compliance Specialist (Bilingual) — (\$62,499 - \$79,959) —
Closing date: May 10th, 2010— **Tour of Duty:** 8:15 a.m. - 4:45 p.m., Monday-Friday—**Duration of Appointment:** Permanent. **Collective Bargaining Unit (Non-Union):** This position is not in a collective bargaining unit.

Brief Description of Duties: This position is located in the Department of Transportation (DDOT), Office of the Director, Office of Civil Rights, and Disadvantaged Business Enterprises

(DBE) Program. Provides oversight for the DBE program to ensure compliance with regulations and to monitor the District's progress toward attainment of program goals and ways to improve the DBE participation in procurement and contracts. Prepares annual goal and semi-annual goal reports in construction contracts and other reports, as needed, Provides regulatory advice and guidance for highway construction contractors and partners, participating trainees, etc., consistent with measures established within the Code of Federal Regulations(CFR), 49 CFR Part 26) to assist in monitoring, reviewing, and evaluating equal opportunity contract compliance in the various DDOT Administrations. Tracks and ensures compliance with governing guidelines through the conduct of EEO compliance reviews in accordance with 23 CFR Part 230. As required, visits construction sites, offices or workplace location of contractors and vendors.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. **Substitution of Education:** A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **Time-in-Grade Restrictions:** Time in grade restrictions must be met by the closing date of this vacancy announcement.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION. **Ranking Factor #1:** Thorough knowledge of the mission, functions, and strategic plans, goals and objectives of the DDOT, Office of Contracts and Procurement, Civil Rights Division federally funded Disadvantaged Business Enterprise Program, and DC Minority Contracting Act of 1976; sufficient to monitor agency compliance with federally funded transportation projects. **Ranking Factor #2:** Comprehensive knowledge and understanding of Civil Rights laws relating to the construction industry, construction industry occupations, and occupation remediation training programs; as well as, of District and Federal laws, regulations, and statutes applicable to contractors awarded contracts for highway and bridge construction such as, DC Apprenticeship Law 2-156, the DC Minority Contracting Act of 1976; 49 CFR part 26, 23 CFR Part 230, DC Apprenticeship Law 2-156, and the DC Minority Contracting Act of 1976. **Ranking Factor #3:** Demonstrated skill in tracking, monitoring and/ reporting the progression of DBE goals; awarded contracts (construction & A/E); DBE uniform report of commitments and payments and payments by contract; and in the review and approval of DBE plans submitted by the lowest responsive bidder; **Ranking Factor #4:** Ability to communicate effectively, both orally and in writing as required to interface with contractors, agency officials and others; and to represent DDOT at conferences and meetings, when required.

Other Significant Factors: This position has been designated as an emergency position under the District Personnel Manual, Chapter 12. As such, your service may be required in emergency situations to perform crucial duties, i.e., snow removal, transportation, shelter operation, food distribution, and communication. These duties may be performed when the Government is closed or when most employees are dismissed early. Displaced Employee Priority Placement: Eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found

qualified. Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

Information to Applicants: Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application. Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace. **Other information: Spanish/English Bilingual Preferred.**

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700. Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any considered job applications. Therefore a [DC 2000](#) job application or online job application is required to be submitted. **Job Offers:** Official Job Offers are made by the DC Department of Transportation Only. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer.



NATIONAL COUNCIL OF LA RAZA

■ Building Support Services Specialist—Human Resources Manager—Open: April 30, 2010—Closed: When filled—Location: Washington, DC—\$13–\$14/hour Part-time (30–35 hours/wk)—Plus Excellent Benefits—**ORGANIZATION DESCRIPTION:** The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations (CBOs), NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC. NCLR serves all Hispanic subgroups in all regions of the country and has offices in Chicago, Los Angeles, New York, Phoenix, and San Antonio. For more information, please visit www.nclr.org.

JOB DESCRIPTION: NCLR is seeking a **Building Support Services Specialist** for its Washington, DC office. This position is non-exempt and will reside in the Office of Human Resources/Administration. The Specialist will perform a wide variety of tasks to ensure that supplies and services are properly coordinated and essential support is available to all NCLR components. In addition to standard daily duties, the Specialist will respond to specific requests from other components, which will vary. The Specialist will be responsible for the general appearance and maintenance of all common areas of NCLR headquarters in Washington, DC and is expected to take the initiative in correcting any deficiencies in the normal or proper operation of all non-electronic equipment.

RESPONSIBILITIES: The following are routine daily duties: General mail/document and package delivery: Deliver UPS, FedEx, urgent packages, and any other parcel packages that arrive at the front desk to the appropriate components/employees. Sort and deliver faxes and distribute mail to each employee's mail slot on each floor. Coordinate use of conference rooms: Monitor NCLR's conference room request (CRR) email account and enter requests on the conference room calendar (using Outlook). Print and maintain copies of all conference room requests in the log book. As scheduled, set up Conference Rooms A, B, and C with tables, chairs, microphones, screen, projector, audio equipment, etc. Promptly send requests to the IT department if special equipment set-up is needed. Maintenance of kitchen/kitchenette supplies: Keep kitchen and kitchenettes stocked with essential supplies (plates, cups, coffee, napkins, sugar, creamers, utensils, etc.) Ensure that kitchen and kitchenettes are maintained and cleaned throughout the day.

The following are weekly duties that may vary depending on component needs: Maintenance of supplies: Restock copier areas on each floor with paper, and ensure that all copiers have spare toner. Maintain postal supplies, UPS printer labels, UPS boxes and letter envelopes, postage machine labels, and other United States Postage Service (USPS) supplies. Maintain storage room and make sure that all components keep their supplies in order. Provide general staff support as needed: Assist with large mailings, including action alerts and media-related documents and ensure that senders have the supplies needed and that the mailings are picked up on time. Assist staff with transporting large office supplies, if necessary. Perform administrative tasks such as filing, photocopying, and maintenance of vendor equipment, service files, and vendor orders.

Other Duties: Coordinate building service requests with the engineer and administrative assistant under the Housing and Community Development component. ● Make sure that all standard office equipment and furniture is in proper working order, and schedule maintenance as needed. ● Prepare and track requests for payment (RFPs) for any equipment-related expenses you incur and submit RFPs to the Finance department in a timely manner. ● Maintain current NCLR account codes on UPS machine, postage machine, and large copiers. ● Print copier audit report, UPS audit report, and USPS audit report for the Finance department. ● Fax meter-reading report to the company that leases copiers to NCLR. ● Maintain adequate supply of NCLR organizational materials (stationery, folders, etc.) on each floor and advise the Graphics department when printing of additional materials is required. ● Perform light moves and installations: Assist with moving boxes and filing cabinets, rearranging furniture, and general office touchups, as needed. Install keyboards, monitors, and ergonomic office equipment. Assist in setup of new employee workstations; help identify work areas and equipment needs (such as phone, computer) and report to IT. ● Run errands and perform light pick-ups/deliveries. ● Perform other tasks as required by NCLR management.

GENERAL QUALIFICATIONS: High school diploma or equivalent, and at least two years related experience and/or training ● Must be punctual, reliable, and trustworthy with a strong work ethic and positive attitude ● Good organizational skills ● Ability to coordinate multiple projects and assignments ● Experience with Microsoft Office, including Outlook, Word, and Excel and a willingness to learn other software as needed ● Must be self-motivated with the ability to work with all levels of NCLR management and external groups visiting the institution ● Proficient writing and communication skills ● Job functions require the following physical demands: effectively and safely lifting various objects of up to 50 pounds; significant lifting, bending, pushing, and/or pulling; stooping, kneeling, crouching, and/or crawling; fine finger dexterity ● Ability to stand or walk for up to eight hours a day and to occasionally work outside in adverse conditions ● Ability to complete assignments within a specified time as agreed upon with supervisor ● Ability to work with minimal supervision ● Flexible working hours (may be required to work after hours or on weekends) ● Bilingual skills (English/Spanish) preferred

MAIL, FAX, OR EMAIL COVER LETTER AND RÉSUMÉ TO: National Council of La Raza, Attn: Julie Perez/Human Resources, 1126 16th Street, NW, Washington, DC 20036, Fax: (202) 776-1775, Email: hmail@nclr.org, *No phone calls, please.*

Equal Opportunity Employer: All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.



SAFE ■ Bilingual Legal Advocate—Domestic Violence Intake Center Southeast—

Supervision: Volunteers and Interns—Reports to: Advocacy and Legal Coordinators, Co-Executive Directors. The SAFE advocates provide direct services to domestic violence victims by assisting them in navigating the civil and criminal judicial process and providing crisis management 24 hours a day. SAFE advocates serve as a direct link to community resources to assist victims in maintaining their safety and fulfilling immediate social service needs through short-term case management. SAFE Advocates also provide systems advocacy by providing feedback to the court, the police, and other actors within the legal system regarding their impact on survivors. The bilingual Legal Advocate role also involves outreach within the Latino community about SAFE services.

Specific duties include: 1. Provide crisis intervention and safety planning for survivors in the Domestic Violence Intake Center Northwest/Southeast and through our 24 Hour Response Line. 2. Assisting clients in drafting petitions, motions and other legal pleadings for Civil Protection orders, Emergency Temporary Protection Orders (ETPO), and other court documents in both English and Spanish 3. Provide emotional support throughout the protection order process and answer questions about navigating the judicial process 4. Provide assistance with understanding generally the evidence needed for obtaining a civil protection order and/or retaining legal representation if necessary 5. Provide information, referrals, letters of recommendation and broad-based advocacy for victims to increase their access to social service programs including referring clients to the Office of the Attorney General Attorneys as well as pro bono attorneys and area law school clinics for possible legal representation. 6. Make contacts with other service providers serving the Latino community to work together in an effort to educate the community about the SAFE services. 7. Provide assistance with emergency housing needs, i.e. shelter and other temporary housing 8. Provide information and assistance in securing emergency food and transportation services 9. Provide assistance in applying for Crime Victims Compensation 10. Assist with development and implementation of SAFE project protocols and policies 11. Help maintain project administration including maintaining SAFE client records 12. Supervise interns and volunteers as they manage their case loads 13. Conduct outreach and education functions regarding the SAFE Program and domestic violence generally 14. Complete a minimum of one response line shift through the OCAP program monthly. 15. Assists in other duties as needed and directed

Additional Qualifications: Requirements: B.A. or the equivalent, OR 1-2 years of experience with crisis intervention work. ●Applicants with mandatory 40-hour advocacy training completed preferred. ●Spanish-English Bilingual applicants preferred. ●Experience with domestic violence issues and DC resources preferred. ●Attention to detail and ability to closely follow protocol and procedures a must. ●Experience working with law enforcement preferred. ●Experience with the criminal and civil legal system preferred. Women and minorities are encouraged to apply. Please see our website at www.dcsafe.org.

How to Apply: Submit a resume and cover letter detailing reasons for interest in this opportunity, relevant previous experience and one reference to Baylis Beard-Hunting and Megan Calvo via email to bbeard@dcsafe.org and mcalvo@dcsafe.org or via fax to 202 879-1191.

COMMUNITY ANNOUNCEMENTS



¡Debutará el primer tranvía moderno del Distrito!

El DDOT presentará la exhibición del tranvía del D. C. desde el 5 hasta el 8 de mayo. Será la primera oportunidad para el público de subir a uno de los vehículos modernos del D.C.

Los habitantes, trabajadores y visitantes del distrito pronto tendrán la primera oportunidad de subir a uno de los nuevos tranvías modernos del distrito. El Departamento de Transporte del Distrito (DDOT) presentará la exhibición del tranvía del D. C. desde el miércoles 5 de mayo hasta el sábado 8 de mayo de 2010 en City Center DC, el lugar del antiguo centro de convenciones.

Información sobre la exhibición: El distrito cuenta con tres tranvías que, en este momento, se encuentran en la estación de trenes del metro en *Greenbelt, Maryland*. Para la exhibición, el DDOT transportará uno de los vehículos al centro, donde se colocará sobre vías provisionarias en el Sector B de City Center DC. El público podrá ingresar al sector desde la intersección de *9th Street* y *H Street, NW*; es decir, justo al norte de la estación del metro *Gallery Place*, en las líneas verde y amarilla. La entrada a la exhibición es gratuita. El programa del evento es el siguiente:

- Miércoles 5 de mayo, de 11 a. m. a 7 p. m.
- Jueves 6 de mayo, de 11 a. m. a 7 p. m.
- Viernes 7 de mayo, de 11 a. m. a 7 p. m.
- Sábado 8 de mayo, de 11 a. m. a 5 p. m.

La exhibición del tranvía del D. C. coincidirá con otros eventos relacionados del distrito, entre ellos:

1. Un seminario sobre tecnología de propulsión de tranvías, presentado por *DC Surface Transit (DCST)*, el jueves 6 de mayo de 2010, de 5 p. m. a 7 p. m., en el hotel *Renaissance*, 999 *9th Street, NW*. La entrada al seminario es libre y gratuita.
2. La celebración del Día Nacional del Tren en *Union Station*, el sábado 8 de mayo de 2010, de 11 a. m. a 4 p. m. Para obtener más información, visite www.nationaltrainday.com.

El pasado es el prólogo: En la primera mitad del siglo pasado, el distrito contaba con una sólida red de tranvías con más de 200 millas de vías, pero a medida que comenzó a predominar el sistema de autobuses, la popularidad de los tranvías disminuyó y su último día de servicio en la ciudad fue el 28 de enero de 1962. Hoy, hay planes en marcha para recuperar esta destacada pieza de la historia del distrito. El DDOT está desarrollando un sistema de 37 millas y 8 líneas, y ya inició la construcción de dos líneas. Se espera que el sistema de tranvías comience a operar en 2012, en *Anacostia* y en *H Street/Benning Road*. Para obtener más información sobre el programa de tranvías del distrito, visite ddot.dc.gov/dcstreetcar.



■ DC Central Kitchen—Culinary Job Training Program—Class Starts on July 19th, 2010. 12 weeks, Monday thru Friday 8:00AM to 4:30PM. **Orientation Dates:** June 9th and June 16th at 10:00AM.

Self-Empowerment Sessions: Changing Thinking and Behavior; Coping Strategies, and Resolving Conflicts.—**Culinary Job Training:** Comprehensive Culinary Skills; Food Protection Manager’s Certification Course; Field Trips to Local Food Service Establishments.—

Employment Skills: Resume Writing/Online Job Search; Interviewing Techniques; 3 Week Assisted Job Search.—**Eligibility Requirements:** 120 Days Drug Free before the First Day of Class; Interested in a Culinary Career; At least 18 years old.

The training will take place at the DC Central Kitchen, located at 425 2nd St., NW. For further information, please contact Marianne Ali, Director (202) 234-0707 Ext, 103 or via e-mail at mali@dccentralkitchen.org. Download application at our website: [Application for Culinary Program](#).



■ Grants are now available for capacity-building projects for Latino-led, Latino-serving nonprofit organizations with annual operating budgets under \$2 million. Proposals will be due **Monday, May 24, 2010 at 5:00PM**. Hispanics in Philanthropy will be offering **two Applicant Information Sessions** on Thursday, May 6th and Friday, May 7th to inform potential applicants about the initiative and how to apply, and to answer questions.

First Session: Thursday, May 6th from 1:00PM – 3:00PM at the Office on Latino Affairs, 2000 14th Street, NW, 2nd Floor.

Second Session: Friday, May 7th from 2:00PM – 3:30PM. This session will be done via conference call (for the convenience of those applicants located outside Washington, D.C).



■ The Mayor’s Office on Latino Affairs and The National Center for Missing and Exploited Children will offer training sessions to bring resources and educational materials to ensure that children and youth are safe in our city. The training sessions will provide a better understanding of the issues related to the personal safety of children/youth, risks in public areas (schools, community centers, bus stop, parks, etc) and provide attendees with the tools and lessons that they can use throughout the year. All participants will receive FREE educational materials related to the Take 25 campaign and giveaways for children/youth.

The training is FREE of charge and breakfast will be provided to all the attendees. With a focus on prevention, Take 25 provides communities and schools with free safety resources including bilingual safety tips, conversation starters, child ID kits, posters, and practical tools to create ongoing awareness and communication between children and adults about their personal safety.

Getting your school involved with the Take 25 campaign is easy. Participation can include hosting a meeting to discuss child safety issues, distributing safety materials to parents and students, hosting, or participating in community events, promoting Take 25 through newsletters, or delivering safety presentations in your school.

WHAT: Take 25 Campaign Training Session/ Safety for children and youth—WHEN: Tuesday, May 11, 2010 from 9:30AM -11:30AM—WHERE: Josephine Butler Parks Center, Multicultural Community Service (MCS), 2437 15th Street NW, Washington DC 20009—CONTACT: **RSVP via mail** or call Russell Petty, National Center for Missing & Exploited Children, rpetty@ncmec.org, 571-482-3376 **by May 7th** (Please send registration form filled along with your RSVP email).



■ DC Latino Tenant Summit—DC Latino Tenants, DC Tenant Associations, and Tenant Advocacy Groups are invited to attend this free DC Latino Tenant Summit on May 15th 2010 from 8:00AM – 1:00PM at the Carlos Rosario International Charter School, 1100 Harvard St., NW. To register and/or obtain additional information on the event, you can call (202) 719-6578, or visit the [Office on the Tenant Advocate](#) to register online.



■ **Are you Hispanic or Latina? Are you 21 years or older? Live in the Washington Metropolitan Area?** Researchers at Georgetown University invite you to participate in a 30-minute interview about Latino values and customs and your health in the U.S. For your time, you will receive a gift card for a local grocery store. If you, or someone you know is interested, please call: Jessica Angulo-Duarte, Phone: 202-687-0062, Email: jca32@georgetown.edu.

■ **¿Es usted hispana o latina? ¿Mayor de 21 años? ¿Vive en el área metropolitana de Washington?** Investigadores de la Universidad de Georgetown le invitan a participar en una encuesta sobre los valores y las costumbres culturales y de salud en EE.UU. La encuesta durará aproximadamente 30 minutos. En agradecimiento por su tiempo, recibirá una tarjeta prepagada para compras de supermercado. Si usted o alguien está interesada en participar, por favor llame a: Jessica Angulo-Duarte al: 202.687.0062, o por correo electrónico: jca32@georgetown.edu.



■ Join the Latino GLBT History Project (LHP) to celebrate the opening of our new office and learn about our mission and goals and how you can get involved in preserving LGBT Latino history in the District! The event will showcase our new office space, feature some of our most popular LHP historical exhibits, include a short presentation on how you can volunteer for the project and provide light refreshments. Saturday, May 15th 2010, 3:00PM – 6:00PM at 14th St. NW Washington, DC 20009. For details contact Jose Gutierrez at 202-588-0067, www.latinoglbthistory.com.

The Latino GLBT History Project is a non-profit, 501 (c) 3 organization, 100% volunteer led, that strives to document, preserve, and share the rich LGBTQ Latino history of Washington. Will you help us? **Volunteers needed:** Board Members, event planning for June 11th Latino Pride & September's Hispanic Heritage Month events, media/PR, website updates, historical exhibits, fundraising, preparing food, contributing a cultural performance (dance, poetry, song), and much more!

El Latino *GLBT History Project* lo está invitando a la inauguración de su nueva oficina el sábado, 15 de Mayo de 2010 de las 3p.m. a las 6p.m. en el 1810 14th St. NW Washington, DC 20009.



■ **Clases Gratis de Inglés en la Universidad de Georgetown**—Espacio limitado – ¡inscríbese hoy! En la clase usted podrá escuchar, hablar, leer, escribir, y aprender de gramática y pronunciación—Lo aceptaremos con cualquier nivel de inglés. Determinaremos su nivel y adaptaremos la clase a su medida—Los estudiantes que asisten a todas de las 5 clases recibirán un certificado de graduación de la Universidad de Georgetown. ¡El espacio es limitado, inscríbese ahora mismo! **Fechas:** 7 – 11 de junio (5 clases) y 14-18 de junio (5 clases)— **Horario:** De 12:00mediodía - 2:00p.m.—**Dirección:** *Georgetown University*, 37th and O Streets, NW, Washington, DC 20057—**Para inscribirse:** www.surveymonkey.com/s/lasclasesdegeorgetown En inglés - www.surveymonkey.com/s/volunteerstudents.

■ **Free English Classes at Georgetown University**—Instruction in listening, speaking, pronunciation, reading, writing and grammar.—beginning through advanced levels of English are welcome. We will assess your level and place you into an appropriate class.—Students who attend ALL 5 classes will receive a Certificate of Completion from Georgetown University. Space is limited – register today! Course schedule: June 7- 11 or June 14-18 12:00 - 2:00 pm—Class location: Georgetown University, 37th and O Streets, NW, Washington, DC—Register online: In English - <http://www.surveymonkey.com/s/volunteerstudents2>, en Español - <http://www.surveymonkey.com/s/lasclasesdegeorgetown2>.



■ **Are you looking for employees for your businesses or at home?**—*The Spanish Catholic Center of Catholic Charities* provides employment services as part of its ministry to the immigrant community of the metropolitan area. There are many **qualified individuals** among the clients who are seeking employment; they are willing workers looking for bilingual clerical jobs, childcare, housekeeping, general construction, gardening, janitorial, restaurant services, and more. There is no charge for employers who wish to use our service to find workers. If you are interested or would like more information please **contact us** in the Employment Program, via e-mail at: workersnow@yahoo.com or by telephone/fax: **(202) 939-2415/Fax: 202-667-0628**.



■ **Programa de Aprendiz en la Construcción y Edificaciones Verdes**— ¡Obtenga nuevas habilidades para trabajo en el 2010!: Temas en la Construcción Ecológica (Green Building): •Solar Panel (Fotovoltaica) •Viviendas Sustentable y Eficiente (*Weatherization*) •Electricidad Básica Residencial •Entrenamiento Especializados (Tratamiento del Plomo y OSHA -10, *First Aid-CPR-Primeros auxilios*)

Requisitos: Residentes de MD y DC (prueba de dirección), hombres y mujeres son elegibles, Inglés Básico. **Para inscripciones llame a los siguientes números:** (202) 939-2426/939-2427—**¡Inscríbese inmediatamente, el cupo es limitado hasta agosto 2010!**