

# 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 15<sup>th</sup>, 2010 – May 31<sup>st</sup>, 2010**



**15 de mayo de 2010 – 31 de mayo de 2010**

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

## JOB ANNOUNCEMENTS

**d.**

DISTRICT DEPARTMENT OF TRANSPORTATION

■ **District Department of Transportation—Office of Civil Rights—Summer Internship (June-August 2010)**—The District Department of Transportation (DDOT) Office of Civil Rights is seeking an undergraduate or graduate student for a summer internship opportunity. The DDOT Office of Civil Rights administers civil rights programs for the agency in compliance with local and federal regulations. The student will work closely with office staff in developing specific aspects of the agency's equal opportunity programs. Possible project opportunities may include evaluating the agency's public involvement efforts, developing an outreach plan to increase engagement of limited-English proficient communities, designing and disseminating educational materials to raise public awareness on the agency's civil rights programs, surveying community members on the agency's construction activities, developing the agency's 2010 affirmative action program, and planning monthly diversity events for agency employees. Day-to-day responsibilities may include data collection and analysis, researching best practices, writing reports and meeting with internal and external stakeholders. Applicants should possess strong writing and communications skills and be willing to take initiative. To apply, please submit your resume by email to Amy Vance at [amy.vance@dc.gov](mailto:amy.vance@dc.gov) no later than May 31, 2010. Bilingual (SPA/ENG) students are encouraged to apply.

**Hours & Compensation:** Students may work up to 40 hours per week. Undergraduate students can earn up to \$14/hour, and graduate students can earn up to \$17/per hour.



■ [The Office of Police Complaints \(OPC\)](#) is an independent District of Columbia agency that receives, investigates and resolves police misconduct complaints filed by the public against officers of the Metropolitan Police Department and the D.C. Housing Authority's Office of Public Safety. OPC is headed by an executive director and overseen by the Police Complaints Board, a five-member board appointed by the Mayor and confirmed by District of Columbia Council.

OPC is seeking candidates for an **investigator** position (\$41,923 - \$55,382 with benefits). Salary is based on education and experience. **Open until filled.** Under the direction of a supervisor, investigators are responsible for conducting investigations of excessive force, harassment, discrimination, and other types of misconduct allegations. **Duties:** include planning investigations; interviewing and taking statements from complainants, witnesses, and police officers; gathering and analyzing evidence; and writing investigative reports. **Qualifications:** Bachelor's degree, strong writing ability, and excellent interpersonal skills are required. Applicants with Spanish language skills are strongly encouraged to apply. Applicants are not required to have prior investigative experience. District residency is preferred, but not mandatory.

**Applications:** Please fax a cover letter and resume to (202) 727-7638 or mail to: Investigator Vacancy, Office of Police Complaints, 1400 I Street, NW, Suite 700, Washington, D.C. 20005. Due to the large volume of applications, OPC will send a letter regarding the status of an application only to those candidates who have been interviewed.

The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Additional Information: For more information about OPC, please visit the agency's website: [www.policecomplaints.dc.gov](http://www.policecomplaints.dc.gov)

## MOSAICA

The Center for Nonprofit Development  
and Pluralism

■ **Project Assistant, Organizational Development— Location:** Washington, DC—**Salary:** \$36,000 - \$42,000 depending on qualifications—**Reports to:** Program Administrator/Senior Consultant—**Contact:** [Tosha@mosaica.org](mailto:Tosha@mosaica.org)—**Position Closes:** When filled. The Center for Nonprofit Development and Pluralism seeks a Project Assistant to become part of our organizational development team, assist with a wide range of projects involving nonprofit organizations in communities of color and low-income neighborhoods, and gain the experience to take on increasing responsibility within our organization. Mosaica is a 16-year old values-based multicultural nonprofit that provides tools to other nonprofits to build just, inclusive, and thriving communities and societies. We work locally, nationally, and sometimes internationally. Our special commitment is to strengthen and support entities that serve and empower groups whose voices are least likely to be heard when public policies are adopted and resources are allocated. We do most of our work in teams, and we are deeply committed to our mission. For more information about Mosaica, go to our website, [www.mosaica.org](http://www.mosaica.org).

The Project Assistant will work with other Mosaica staff in assisting community-based nonprofit organizations with strategic planning, Board development, and a wide range of other organizational development needs. S/he will help with organizational assessments and community-based research and evaluation. Our client organizations are mostly community-based

nonprofits serving communities of color, low-income populations, refugees and immigrants, and people with HIV/AIDS. Most of our work is done in teams, which benefits our client organizations and also provides an excellent model for staff development.

This is a professional position that provides opportunities for learning new skills and taking on increased responsibility. Mosaica is open to hiring an individual with some relevant nonprofit experience or an individual right out of school. We need a person with a fine brain, strong written and oral communication skills, some interest in qualitative research and evaluation, work or volunteer experience with community-based organizations in communities of color or low-income neighborhoods, a passion for the work and for social justice, and a commitment to learn.

**Responsibilities:** The Program Assistant will have the following responsibilities, which will increase over time with experience gained on the job: **Organizational development assistance**, including participation in planning and implementing organizational assessments, strategic planning, Board development, and other tasks designed to strengthen nonprofit organizations. Involves responsibility for scheduling and coordinating activities within an agreed-upon work plan and participating in direct assistance. Involves providing training and technical assistance to staff and Boards of Directors of community-based organizations, working as a member of a Mosaica team. **Research and evaluation** including secondary research and information gathering such as Internet searches, telephone interviews, focus groups, and online surveys for organizational assessments and project-related research, and data collection, aggregation, and analysis for evaluation projects. **Materials development**, including technical assistance and training materials and reports. **Staffing and facilitation of meetings and consultations** and preparation of reports based on those meetings, as part of a Mosaica team. **Project administration and reporting**, including preparation of funder and project reports. Other tasks as assigned by the President or other senior consultants, based on team assignments and organizational needs.

**Needed Skills and Capabilities:** Knowledge of communities of color and multicultural communities, and a deep commitment to assisting such communities and strengthening community-based organizations that serve and represent them. Work or volunteer experience with community-based organizations. Capacity-building or organizational development experience helpful. Bachelor's in public health, social work, public administration, or related field, or equivalent experience. Master's in a related field helpful but not required. Analytic skills and some knowledge of research and evaluation helpful; willingness to learn qualitative methods and use of data collection methods such as online surveys essential. Excellent writing skills. Strong oral communications skills and willingness to represent the organization in many settings, make presentations, and participate effectively in technical and professional meetings. Self-starter with strong time management and multi-tasking skills. Commitment and ability to work in a team with diverse staff. Computer proficiency. Training skills a plus, including designing and delivering interactive training. Bilingual ability a plus. Some travel required.

**To apply:** Please send the following to [Tosha@mosaica.org](mailto:Tosha@mosaica.org): 1). **Letter:** A letter explaining your interest in and most important qualifications for the position, with direct reference to the responsibilities and skills stated in the position description. 2). **Resume:** A detailed, succinct resume that includes positions and key dates. 3). **References:** At least three professional references, including name, phone number, e-mail, and current affiliation, plus how long they have known you and the capacity in which they became familiar with your work.



**DC COALITION AGAINST DOMESTIC VIOLENCE**

■ The [DC Coalition Against Domestic](#)

[Violence](#) (DCCADV), a tax exempt, non-profit organization is accepting applications for the position of **Executive Director**. The Executive Director reports to the Board of Directors and is a full time, exempt staff position. DCCADV is the District of Columbia's equivalent of a "statewide" coalition supporting anti-domestic violence initiatives and organizations serving victims and survivors of domestic violence. DCCADV's mission is to build a community where domestic violence is replaced with human dignity. We advance our mission through advocacy, community education, public policy, training and technical assistance, resource sharing and research.

**Position Summary:** Under the direction of the Board of Directors, the Executive Director will manage the daily operations of the organization and lead all programmatic, financial, fund development, technical assistance and membership activities. **Key Responsibilities:** Public policy and systems advocacy with local and federal governments as well as other community stakeholders and organizations • Provide "big picture" strategic planning, analysis and leadership in collaboration and consultation with board, staff and membership • Spearhead strategic planning and/or long term planning and clarify or shift organizational priorities as needed in consultation with the Board of Directors • Guide and monitor adherence to strategic goals and vision • Manage major organizational decisions and crises • Cultivate and sustain relationships with major individual and corporate donors • Serve as the lead public representative for DCCADV in events, the media and other fundraising and public relations efforts • Serve as primary liaison to the Board of Directors including meeting participation, regular reporting/communications, board member recruitment, retention and relationship building • Fundraising and financial management, including the preparation of and monitoring adherence to the annual operating budget and review and approve grant allocations and major expenditures • Staff management and development • Training and technical assistance for member programs, government and community stakeholders • Member relations and communications.

**Key Skills:** Bachelor's degree required; graduate degree strongly preferred • Minimum of eight years experience, with increasing responsibility, in leadership, administration and management, preferably in a nonprofit setting • 5+ years experience in the battered women's movement • Compassionate leader with a feminist ideology committed to the eradication of violence against women • Proven track record in major donor cultivation and fundraising • Experience in strategic planning, preferably in a leadership role, which resulted in improved efficiency, effectiveness and sustainability of an organization or company • Experience and very strong skills in public speaking and working with the media • Experience creating and managing budgets of \$1,000,000+, and overseeing finances generally • Outstanding networking, interpersonal, and relationship-building skills • A history of developing strong relationships with both organizations and people for the purpose of furthering a mission • Demonstrated understanding and commitment to cultural diversity • Clear understanding of the intersection of sexism, racism and homophobia • Keen understanding of public policy and legislative advocacy preferably in DC • Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture • Strong written and verbal communication skills • Strong knowledge of curriculum design • Strong analytical, administrative, organizational and time management skills • Ability to work with diverse groups of people • 3+ years supervising a diverse team of strong leaders • 5+ years of grants management experience • Sound judgment, professionalism and a positive attitude • Resourcefulness, creativity and strong problem-solving skills • Proficiency in Microsoft Office programs.

**To Apply:** Interested candidates should email resume/CV, cover letter with salary history and requirements, and writing sample (3 pages or less) to Angela Jameson, Board Treasurer, at [angjameson@yahoo.com](mailto:angjameson@yahoo.com) or fax to 202-299-1193 with Executive Director in the subject line. Position will be open until filled. *No phone calls please.*



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—**About NCLR:** 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](http://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](mailto: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.

# NCLR

NATIONAL COUNCIL OF LA RAZA

■ Early Care and Education Coordinator—**OPEN:** April 30, 2010—**CLOSE:** May 21, 2010—**LOCATION:** Washington, DC—**SALARY:** Commensurate with experience.—**CONTACT:** Julie Perez, Human Resources—**About NCLR:** 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 <http://www.nclr.org/>.

NCLR's Education component is dedicated to increasing educational opportunities, improving achievement, and promoting equity in outcomes for Latinos by building the capacity and strengthening the quality of the community-based education sector and by informing the broader education system. NCLR's education work focuses on curriculum and program development, training and professional development, technical assistance, and research and evaluation in the areas of early care and education (ECE), K–12 education, and after-school programs.

NCLR seeks an Early Care and Education Coordinator for its Washington, DC office. This position reports to the Director of Early Care and Education and is generally responsible for coordinating project activities, developing written materials, and engaging with external organizations working in the field of early care and education.

**DUTIES AND RESPONSIBILITIES: Project Coordination**— Support the Director of Early Care and Education to plan project activities and monitor project budgets. Work closely with consultants to coordinate, deliver, and monitor technical assistance and coaching activities. Work closely with project evaluators to manage and monitor evaluation activities. Serve as the main liaison between NCLR and Affiliate organizations participating in NCLR's ECE projects. Work closely with colleagues on the education policy team to help coordinate collaborative projects.

**Writing**— Write project reports consistent with NCLR writing standards. Coordinate the development of materials and publications for public distribution. Prepare routine submissions to be included in the department’s online information portal for NCLR Affiliate organizations, including upcoming meetings and events, notable new research, and other resources and project updates. **Engagement of External Organizations**— Develop new relationships with national organizations conducting program work in the ECE field. As appropriate, represent NCLR in meetings with organizations in the ECE field in Washington, DC.

**QUALIFICATIONS:** Demonstrated personal commitment to the Hispanic community and strengthening Latino-serving educational institutions. Experience with nonprofit, community-based organizations and/or schools that serve Latino populations. Master’s degree in early education or a related field strongly preferred. Experience in the early education field as a teacher or project coordinator strongly preferred. Ability to create systems and establish protocols where none have previously existed. Ability to manage multiple tasks and prioritize assignments. Ability to work effectively with colleagues in offices throughout the country. Strong organizational and administrative skills and attention to detail. Strong verbal and communication skills. Strong sense of self-motivation; ability to work with minimal supervision, maintain deadlines, and function effectively under pressure. Flexible with regard to schedule, hours, and work assignments; reliable job attendance essential; some travel may be required. Proficiency with Microsoft Word, Excel, Access, and PowerPoint, and familiarity with HTML required. Bicultural, bilingual (English/Spanish) strongly preferred.

**PLEASE MAIL, FAX, OR EMAIL COVER LETTER, RÉSUMÉ, AND WRITING**

**SAMPLE TO:** National Council of La Raza, Attn: Julie Perez, Raul Yzaguirre Building, 1126, 16th Street, NW, Washington, DC 20036, Fax: (202) 776-1775 [resume@nclr.org](mailto:resume@nclr.org) *No 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.



■ D.C. LEARNs and ProLiteracy are recruiting **1 policy intern** over the summer to work with both organizations. [Job description \[PDF\]](#).

The mission of **D.C. LEARNs** (<http://www.dclearns.org>) is to work with Washington D.C. literacy programs, learners, and supporters to strengthen literacy services and present a strong, unified voice on the importance of literacy as an investment in the community. D.C. LEARNs works to raise public awareness of literacy issues, recruit volunteers, provide outreach to new learners, and provide materials and technical assistance to literacy programs. **ProLiteracy** (<http://www.proliteracy.org>) is the world’s oldest and largest organization of adult literacy and basic education programs in the United States. ProLiteracy traces its roots to two premiere adult literacy organizations: Laubach Literacy International and Literacy Volunteers of America, Inc. In 2002, these two organizations merged to create ProLiteracy. ProLiteracy represents over 1,200 community-based organizations and adult basic education programs in the United States. Through education, training and advocacy, ProLiteracy supports the frontline work of these organizations through regional conferences and other training events; credentialing; and the publication of materials and products used to teach adults basic literacy and English as a second language and to prepare adults for the U.S. citizenship exam and GED Tests. Based in Syracuse, NY, ProLiteracy recently opened a D.C.-based office, which it shares with D.C. LEARNs. Our public policy internship program provides an opportunity to work with both organizations on policy issues

concerning adult literacy and basic education on the local level (D.C. LEARNs) and the national level (ProLiteracy).

## COMMUNITY ANNOUNCEMENTS



■ ¡Ayúdenos a celebrar y promover nuestra lengua y nuestra cultura en el II Concurso de Poesía de las Escuelas Públicas del Distrito de Columbia!

La oficina de Educación Bilingüe de las Escuelas Públicas del Distrito de Columbia busca amantes de la poesía infantil en español que pasen dos deliciosas horas en una de nuestras escuelas escuchando y valorando la habilidad declamatoria y de poesía original de nuestros estudiantes de primaria y de escuela intermedia.

Con su participación cada escuela celebrará un concurso para seleccionar representantes que participarán en la Gran Ceremonia del II Concurso Poesía que se realizará en el Teatro Gala el 9 de junio de 2010 a las 9:30 AM.

Si le interesa pasar dos horas inolvidables, por favor contacte a Arnoldo Ramos (202-494-8207; [arnoldo.ramos@dc.gov](mailto:arnoldo.ramos@dc.gov)) y se le proporcionarán instrucciones, direcciones, y demás detalles.



Executive Office of the Mayor  
Office on Latino Affairs

■ Las agencias Latinas unidas contra la violencia hacia la mujer le invitan a *Un día especial para la mujer*. ¡Tendremos sesiones de Yoga, inscripciones para mamografías, maquillaje, masajes, cortes de pelo, y mucho más completamente gratis! Sábado 22 de mayo de 2010 de las 10:00a.m. – 2:00p.m., *Columbia Heights Youth Center*, 1480 Girard St., N.W., Washington, DC. Para obtener información adicional, comuníquese con Karla Fuentes al (202) 671-2825.—*La Clínica del Pueblo • WEAVE • Madre Tierra • Oficina del Alcalde para Asuntos Latinos • Concilio de Rappahannock Contra la Violencia Doméstica • Mil Mujeres • Mary's Center • Ayuda.*—



■ The DC Department of Parks and Recreation (DPR) hosts DPR Lifeguard Job Fairs to accept applications for those interested in working as a certified American Red Cross lifeguards with DPR during summer 2010. Prior American Red Cross certification is not necessary, as DPR is offering free training and certification for new DPR lifeguards. All DPR Lifeguard Job Fairs are held at Turkey Thicket Recreation Center, 1100 Michigan Avenue, NE. DPR Lifeguard Job Fairs will be held:

• **Saturday, May 22, 2010, 9am – 12noon**

• **Thursday, May 27, 2010, 4pm – 7pm**

Training classes are currently underway and will continue throughout the spring; training includes conditioning exercises and the complete American Red Cross lifeguard training course. All lifeguard applicants must be 15 years of age or older. DPR operates indoor and outdoor pools, and spray parks across the District.

Interested applicants should submit a [DPR Summer 2010 Preliminary Employment Application](#) and the standard [DC Employment Application \(DC2000\)](#). DPR offers competitive salaries and an opportunity to become a year-round lifeguard. Additional information and forms are available in the "Summer Employment" section of DPR's website, [DPR.DC.GOV](http://DPR.DC.GOV). For more information about

becoming a lifeguard or other summer employment opportunities with DPR, please call (202) 386-3221.



■ **¡Está cordialmente invitado!**—*A una serie de talleres de capacitación por Internet para instructores nuevos del currículo CreditSmart® Español*—Una serie de seis sesiones del 27 de mayo al 1 de julio del 2010—

**Únase:** CreditSmart Español es un currículo de educación financiera que le enseña al consumidor destrezas para aprender a administrar el dinero a largo plazo y le muestra cómo evitar errores que le pudiesen costar mucho dinero. Durante estos momentos críticos para los propietarios de casa estadounidenses, educarse en temas financieros y como evitar una ejecución hipotecaria se ha demostrado más importante que nunca. Freddie Mac le invita a participar en esta serie de talleres de capacitación para instructores por medio de la Internet. Le recomendamos a que se una a nosotros en estos talleres los cuales contienen mucha información que le ayudarán a prepararse con los conocimientos y las destrezas para dirigir talleres y enseñar el currículo CreditSmart Español de Freddie Mac.

**Lo que usted aprenderá:** Tendrá un claro entendimiento de los 12 módulos del currículo, incluyendo el módulo más nuevo, “Cómo no perder su casa: Cómo proteger la inversión de su casa,” que consiste de una gran fuente de información sobre el fraude, las estafas, el valor líquido del hogar y su mantenimiento, y alternativas a la ejecución hipotecaria. ● Escuchará las mejores prácticas para facilitar el taller. ● Aprenderá a aprovechar sus destrezas sólidas para lograr más efectividad. ● Tendrá acceso a recursos del taller para apoyarle a enseñar y a reforzar el aprendizaje de los participantes en su taller.

**¡Inscríbese hoy mismo!:** No pierda la oportunidad de participar en esta serie de talleres sin ningún costo para usted para habilitarle para que aprenda más acerca de CreditSmart Español y cómo puede aconsejar y enseñar este programa a su comunidad. [¡Inscríbese hoy mismo!](#)

**Nota:** Esta serie de talleres de capacitación por Internet es para instructores de “CreditSmart Español. Puede haber recibido también una invitación para nuestra serie de talleres de “CreditSmart” (en inglés), que ya están en proceso.



■ The Department of Housing & Community Development, Housing Regulation Administration, will be hosting two educational sessions Thursday, May 20<sup>th</sup>, 2010 at the Frank D. Reeves Municipal Center, 2000 14th Street, NW, 2<sup>nd</sup> floor Community Room:

**Session One:** Tenant Opportunity to Purchase Act (TOPA) for Tenants – An overview of tenant rights to purchase and first rights of refusal when a property owner sells an apartment building. (Time: 1:00PM – 2:00 PM)

**Session Two:** Rent Control for Renters – Explanation of the Tenant Petition/Complaint Process (Time: 2:15 – 3:15 PM)

For additional information contact Vivian Portis, Outreach Coordinator: 202 442-7275 or e-mail [vivian.portis@dc.gov](mailto:vivian.portis@dc.gov)



■ ***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** the Employment Program, via e-mail at: [workersnow@yahoo.com](mailto:workersnow@yahoo.com) or by telephone/fax: **(202) 939-2415/Fax: 202-667-0628**.



■ **Check the Barnes Dance!** If you have not had a chance to experience the "Barnes Dance" for yourself yet, or you are not sure exactly what DDOT is talking about, this will give you a taste of the new traffic pattern in Chinatown.