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## ★ ★ ★ Job Announcements

Anuncios de Empleo | April 14, 2016

### DC GOVERNMENT JOBS



**DC Public Schools** is seeking **School Social Workers-Closing**

**Date:** Open until filled-**Job Summary:** School Social Workers provide a full range of school behavior support to children in grades pre-K through 12, including screening and assessment, designing school safety programs, and more. The individual will also act to interpret evaluation results, and determine student's eligibility for special services-

**Qualifications:** Master's degree in Social Work required. Must be licensed as an independent clinical social worker of the District of Columbia-[Please click here for more information and how to apply.](#)



**The Office of the Attorney General** is seeking an **Investigator-Salary**

**Range:** \$49,551-\$51,134 -**Closing Date:** April 20, 2016-**Job**

**Summary:** The incumbent will serve as a member of an investigative team, or work independently in response to requests from in-take workers to locate responsible persons for the purpose of establishing paternity and financial support obligations-**Qualifications:** Incumbent will

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have at least 2 years of specialized experience that has equipped the applicant with particular knowledge to perform the duties of the position. Must demonstrate initiative, ability to think logically, skills in written and oral reporting, and capability to obtain cooperation, and confidence of others-[Please click here for more information and how to apply.](#)

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[The Office of the Attorney General](#) is seeking a **Supervisory Information Technology Specialist-Salary Range:** \$96,756-\$113,036 **-Closing Date:** April 18, 2016**-Job Summary:** Serve as a Senior business systems analyst and technical expert on project terms, provide technical advice to CSSD leadership, and oversee and receive incoming business system trouble calls**-Qualifications:** Specialized experience that has equipped the applicant with particular knowledge to perform the duties of the position, at managerial level-[Please click here for more information and how to apply.](#)

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[Department of Human Resources](#) is running the **District Leadership Program-Closing Date:** April 15, 2016**-Job Summary:** The District Leadership Program is an internship program designed to provide tomorrow's leaders with the knowledge, tools, and skills that can be applied to future challenges. The program has two cycles, June to August and October to May**-Qualifications:** Undergrad and graduate students must be in good academic standing at a US College or University. Preference will be given to residents of DC and Graduates of a DC high school-[Please click here for more information and how to apply.](#)

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[Mayor's Office of Talent and Appointments \(MOTA\)](#) is

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**Quick Links**



seeking diverse and passionate individuals to work in DC Government. Candidates must submit their resume and any additional eligibility materials. Management level positions-[Please click here for more information and how to apply.](#)

## OTHER DC JOB ANNOUNCEMENTS



[The Institute for Women's Policy Research](#) currently has various staff position openings. The Institute for Women's Policy Research conducts rigorous research and disseminates its findings to address the needs of women, promote public dialogue and strengthen families, communities, and societies-[For more information, please click here.](#)

ARCHDIOCESE OF WASHINGTON



[The Archdiocese of Washington](#) is seeking a **Housing Support Ministry Program Manager-Closing Date:** Open until filled-**Salary Range:** Commensurate with Experience-**Requirements:** Excellent oral and written communication skills. *Bilingual English-Spanish.* Excellent organizational and people skills. Experience working with low-income, and homeless individuals is preferred. [Please click here for more information on how to apply.](#)



[AARP Legal Counsel for the Elderly](#) is seeking a **Receptionist-Closing Date:** Open until filled-**Salary Range:** Commensurate with Experience-**Requirements:** Completion of High School or GED, and 2 years of general administrative experience related to the nature of work (legal services or law office environment a plus), which includes: proficiency with Microsoft Office software, data entry, receptionist work, and record-keeping functions. Must be computer literate and comfortable using web-based resources and applications. Should possess basic business writing skills for professional communication by email-[Please click here for more information about the position and how to apply.](#)



**Muriel Bowser**  
**Mayor**  
District of Columbia



**Jackie Reyes**  
**Director**  
Office on Latino  
Affairs





[The Literacy Lab](#) is seeking **Full-Time Literacy Tutors** to serve in DC schools for the 2016-17 school year to help close the literacy gap and improve children's reading skills. Full-time tutors are given extensive training and coaching and follow a research-based intervention model. Tutors are given a living stipend of **\$800 two times per month, health insurance, and a \$5,775 Education Award** upon successful completion of the program. This is a great opportunity for people to get into the field of education while serving the community. To learn more and to apply, [please click here.](#)

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[Mi Casa](#) seeks a **Bilingual (Spanish-English) Program Associate-Closing Date:** Open until filled-**Salary Range:** \$40,000-\$45,000 plus benefits-**Description:** The Program Associate will work on tenant purchase projects in the TOPA Program. Experience working with low-income diverse groups, community organizing and/or housing development. F/T flexible hours include evening and weekend meetings-[Click here for more information and how to apply.](#)

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[Center City Public Charter School](#) is seeking a **Language Access Coordinator-Closing Date:** Open until filled-**Salary Range:** Commensurate with Experience-**Requirements:** The candidate must have a bachelors degree, and training in the role of interpreting. three years of teaching environment in language acquisition and in an urban environment is preferred. *Bilingual English/Spanish candidates preferred*-[Please click here for more information about the position and how to apply.](#)

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**[The Latin American Montessori Bilingual Public Charter School](#)**

**[\(LAMB\)](#)** is seeking **Primary and Elementary Montessori Guides-**

**Closing Date:** May 31, 2016-**Salary Range:** Commensurate with

Experience-**Requirements:** We are interested in candidates for the 2016-2017 school year with teaching experience and Montessori certification.

*Bilingual candidates preferred*-**[Please click here for more information about the position and how to apply.](#)**

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**[Mundo Verde Bilingual Charter School](#)** is seeking a **Bilingual Front**

**Office Manager-Closing Date:** Open until filled-**Salary Range:** \$32,000-

\$45,000-**Job description:** Mundo Verde seeks a *bilingual*

*(Spanish/English)* candidate who is detail-oriented with prior office experience (preferably in a school setting), including knowledge

of computer systems and technology, and strong management and

organizational skills. Work hours are from 8AM to 4:30PM, with some

changes depending on events-**[Please click here for more information](#)**

**[about the position and how to apply.](#)**

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**[Mundo Verde Bilingual Charter School](#)** is seeking **SY16-17 Lead**

**Teachers** (*English and Spanish*)-**Closing Date:** Open until filled-**Salary**

**Range:** Commensurate with experience-**Requirements:** Mundo

Verde seeks *bilingual (English and Spanish)* lead teachers to teach

across content in a bilingual Expeditionary Learning school with a focus

on environmental sustainability. We prefer candidates with 3+ years as a

teacher of record and candidates familiar with Responsive

Classroom-**[Please click here for more information about the position](#)**

**[and how to apply.](#)**



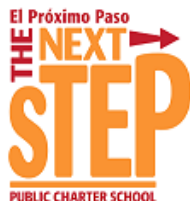
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**[Mundo Verde Bilingual Charter School](#)** is seeking **SY16-17 Bilingual Special Education Teachers-Closing Date:** Open until filled-**Salary Range:** Commensurate with experience-**Requirements:** Mundo Verde seeks *bilingual (English/Spanish)* special education teachers to collaborate with lead teachers in an inclusion classroom to plan and support students with IEPs. We prefer candidates with 3+ years as a teacher providing specialized instruction and candidates familiar with Responsive Classroom-**[Please click here for more information about the position and how to apply.](#)**



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**[826DC](#)** is seeking an **Executive Director-Closing date:** Open until filled-**Job Summary:** The Executive Director will provide leadership to the 826 personnel, programs, administration, strategy, and finances. They will also design and implement a fundraising plan-**Requirements:** Applicant should be a skilled leader with the ability to motivate and develop staff and board members, strong communication skills, and proven ability to raise funds for an organization or cause-**[Please click here for more information about the position and how to apply.](#)**

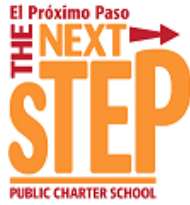


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**[The Next Step Public Charter School](#)** is seeking a **Tutor-Closing Date:** Open until filled-**Job Summary:** The incumbent must tutor, support, and work closely with students who are close to passing the GED, or those struggling with content-**Requirements:** A Bachelors degree is preferred. The incumbent should be a *bilingual (Spanish/English)* individual with experience working in an urban school or educational setting-**[Please click here for more information about the position and](#)**

[how to apply.](#)

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[The Next Step Public Charter School](#) is seeking a **Director of Curriculum and Instruction-Closing Date:** Open until filled-**Job**

**Summary:** Assist principal with screening, hiring, training and evaluation of instructional coaches, teachers and assistant teachers, as well as overseeing the development and review of school's

curriculum-**Requirements:** A Masters degree in Education or related field is required. The incumbent should be a *bilingual (Spanish/English)*

individual with experience in budget management, curriculum design, and management. Work hours are split between day school and night

school-[Please click here for more information about the position and how to apply.](#)

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[The Next Step Public Charter School](#) is seeking a **Bilingual Assistant Teacher-Closing Date:** Open until filled-**Job Summary:** Assist and

support teachers, administrators and other team members in providing

educational benefits for all students-**Requirements:** An Associate's degree with two years working in an urban environment is required. The

incumbent should be a *bilingual (Spanish/English)* individual. The

assistant teacher should demonstrate mastery of the subject area, as well as classroom management skills, and commitment to working with

undeserved students. Work hours are between 5:00PM to

9:00PM-[Please click here for more information about the position and how to apply.](#)

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[The Next Step Public Charter School](#) is seeking a **GED Teacher-**

**Closing Date:** Open until filled-**Job Summary:** Conduct appropriate level

instruction for young adults in Math and overall GED content preparation-**Requirements:** The incumbent will possess a bachelor's degree, and at least two years teaching in an Urban environment. The GED teacher should be eligible or certified for teaching the DC. Bilingual *English/Spanish* is preferred. Work hours are between 8:45AM to 4:45PM-[Please click here for more information about the position and how to apply.](#)

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[Capital City Public Charter School](#) is seeking a **Bilingual Front Office Manager-Closing Date:** Open until filled-**Salary Range:** \$30,000 - \$40,000-**Requirements:** Capital City Public Charter School is interested in recruiting a *bilingual (Spanish/English)* candidate who is organized, detail-oriented with prior office experience, including familiarity with office systems such as student databases. Work hours are from 11:00AM to 7:00PM, with some changes depending on events-[Please click here for more information about the position and how to apply.](#)

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[Carlos Rosario International Public Charter School](#) is currently hiring individuals for a variety of job openings. For the a listing of available opportunities, and to obtain additional information about how to apply, [please see this webpage.](#)

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Mary's  
Center

[The Mary's Center](#) is currently hiring individuals for a variety of job openings. For the a listing of available opportunities, and to obtain additional information about how to apply, please see [this webpage.](#)

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[Community Tax Aid, Inc.](#) has several full-time and part-time positions available in the DC metropolitan area. For more information about these career opportunities and how to apply, [please click here.](#)

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## DC Classes, Workshops, Job Fairs, and Trainings

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[Multicultural Community Service \(MCS\)](#) will be hosting a Community Interpreter training from June 13 to July 8 with the support of the Mayor Office of African Affairs and the Office on Latino Affairs, and collaboration with the Inter-American Development Bank, the Multicultural Community Service (MCS). After four years of preparation, MCS is launching an innovated and updated interpreter training curriculum. For more information, [please click here.](#) To apply to participate in the program, [please click here.](#)



[DC Doors](#) is hosting training for accounting technicians. For more information on the trainings or to apply for the class, please contact [aquiroz@dcddoors.org](mailto:aquiroz@dcddoors.org). To view the program flyer, [please click here.](#)

[DC Doors](#) tendrá entrenamientos para técnicos de contabilidad. Para obtener más información sobre los entrenamientos, o para inscribirse a la clase, favor de mandar mensaje a Angela Quiroz: [aquiroz@dcddoors.org](mailto:aquiroz@dcddoors.org). Para obtener información adicional sobre el programa, [haga clic aquí.](#)

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**CENAES**, as a part of their *Taller de Inmigración*, offers free literacy classes for those who do not know how to read and write in Spanish. For more information about these classes, in Spanish, please [click here](#).

**CENAES** ofrece clases de alfabetización para aquellas personas que no saben leer ni escribir en español como parte de su taller de inmigración. Para más información sobre las clases, [haga clic aquí](#).

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**Catholic Charities** will be hosting a **Multicultural Job Fair** on Thursday, May 19 from 10AM to 3PM at the Shrine of the Sacred Heart Ballroom. There is free admission to the fair, and more than 30 companies will be in attendance. For more information, [please click here](#).

**Catholic Charities** tendrá una **Feria Multicultural de Trabajo** el jueves 19 de mayo de las 10a.m. hasta las 3p.m. en la Iglesia del Sagrado Corazón. La entrada es gratis, más de 30 compañías tendrán representantes reclutando a posibles candidatos. Para obtener más información, [haga clic aquí](#).

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**Washington English Center (WEC)** is a non-profit, community-based organization dedicated to delivering high quality English language classes to adult immigrants in the greater DC area. WEC is currently recruiting **volunteer English teachers** for the Spring 2016 term, which began April 2. Students come to class multiple times a week, but the volunteer commitment is only once a week.

WEC uses a unique co-teaching method to provide new volunteers with the support needed throughout the semester. It provides the course syllabus, textbook, and hands-on guidance. For more information, please visit: [www.washingtonenglish.org/volunteers/](http://www.washingtonenglish.org/volunteers/) or email, call, or stop by the volunteer office on California Street near the Dupont circle Metro. **Email:** [emadjlesi@washingtonenglish.org](mailto:emadjlesi@washingtonenglish.org)

**Phone:** 202-387-0023

**Address:** 2200 California Street NW

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**DC Public Schools** is seeking individuals to play the role of mentors and share their professional passions to inspire DC Youth to work towards their professional dreams. From January to May, students and mentors will meet twice per month for 1.5 hours to develop a career focused project. The student will then undergo an 80 hour internship at the mentor's place of employment-[For more information, click here.](#)

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**Department of Corrections** will be hosting a Community Meet and Greet at the DC Jail on April 23, 2016. More information will be coming soon-[To see the flyer for this event, please click here.](#)

**El Departamento Correccional** abrirá sus puertas para conocer sobre la Cárcel de DC el próximo 23 de abril de 2016. Se anunciarán próximamente más detalles sobre este evento -[Para ver el flyer de este evento, clic aquí.](#)

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**The Office of Tax and Revenue** will be opening their Tax centers to help individuals submit their individual income tax return, or to resolve other personal tax matters-[For more information, click here.](#)

**La Oficina de Impuestos e Ingresos** abrirá sus centros de servicio al cliente para ayudar al público en general con su declaración de impuestos y solucionar problemas relacionados a este proceso-[Para obtener información en español, haga clic aquí.](#)

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[WMATA](#) would like to hear your opinions on proposed changes for Metro and Metrobus-[For more information about how to submit your opinion, please click here.](#)

A [WMATA](#) le gustaría escuchar su opinión sobre algunos cambios propuestos a los servicios del Metro y Metrobus-[Para obtener información o compartir su opinión sobre estos cambios, haga clic aquí.](#)

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[CentroNía](#) will be hosting free Tax Clinics each Saturday from February 6 to April 16 from 9AM-2PM-[Please click here for more information.](#)

[CentroNía](#) estará ofreciendo orientaciones gratuitas cada sábado del 6 de febrero al 16 de abril de 9a.m. a 2p.m sobre el llenado de los formularios de impuestos -[Para obtener información adicional en español, haga clic aquí.](#)

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[DC Public Library](#) will be offering free ESL Conversation Circles from October 2015 through September 2016. These drop-in groups are for adults wanting to improve their oral skills in English, but already can speak and understand basic English-[Please click here for more information.](#)

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**This employment newsletter is compiled biweekly by the Office on Latino Affairs' Language Access and Advocacy program. Please let us know if you are offered any of these positions. It will be nice to hear any good news and see that this newsletter is connecting people with employment opportunities. If your government agency or nonprofit organization in DC would like to promote employment, or internship opportunities please send an email message to [cecilia.castillo@dc.gov](mailto:cecilia.castillo@dc.gov).**

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Mayor's Office on Latino Affairs | 2000 14th Street NW | 2nd Floor | (202) 671-2825 | [www.ola.dc.gov](http://www.ola.dc.gov)