



Intake Specialist

RISE AmeriCorps Volunteer Position

La Luz Centro Cultural | Hampton, IA

The mission of La Luz Centro Cultural is to promote cultural awareness and diversity with hospitality and supportive services for all.

Member Service Activities

The Intake Specialist will assist clients with social services, advocacy, case management, and office assistance. This work will involve conducting intakes, assessing needs, and working to find resources and opportunities to assist individuals and families in navigating the system.

Time and Compensation

This RISE AmeriCorps position is short-term, full-time position 50 weeks from October 4, 2021 – September 16, 2022, 34 service hours per week. Member Benefits include an annual living allowance of \$16,500 an education award of \$6,345 and student loan forbearance and health insurance and Childcare Subsidy.

Part-time positions also available.

Responsibilities

- Understand and promote the mission and values of La Luz
- Outreach and Assessment; gather information on refugee economic barriers and unmet community needs through focus groups, one-on-one meetings, and public awareness activities
- Participate in developing culturally and linguistically appropriate workshops and informational resources for refugees and immigrants learning about resources in the community.
- Work with other organizations to develop activities, events, workshops and classes for the Latino community and other clients served at La Luz
- Answer front desk phone and greet walk-in clients as needed
- Provide appropriate referrals to clients
- Help clients with work-readiness activities
- Assist in clerical and office duties to the legal department
- Assist with programming activities
- Communicate and serve with a diverse team of staff, AmeriCorps members, volunteers, partner families, and community members

Qualifications

- Computer skills

La Luz is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: La Luz is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.



- High School Diploma or GED equivalency or High School Senior, working on attaining a diploma or GED during term of service
- At least 17 years of age at the commencement of service
- Citizen, national, or lawful permanent resident alien of the United States
- Satisfy the National Service Criminal History Check
- Flexible schedule includes evenings and some weekends

To apply email cover letter and resume to info@laluzcc.org

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