



1512 Willow Lawn Drive, Suite 100, Richmond, VA 23230
www.dLCV.org

T:800-552-3962
F:804-662-7431

**Hispanic Outreach Coordinator
Henrico County, Virginia**

The disAbility Law Center of Virginia (dLCV) is seeking a candidate for the position of Hispanic Outreach Coordinator.

This position will have the primary responsibility of connecting dLCV to Virginia's Hispanic communities and coordinating agency services to qualified recipients. The position will lead the development and implementation of a plan for effective outreach and services to people with disabilities within Virginia's various Hispanic communities. The position will work to establish and maintain community connections and promote the agency and its programs.

The qualified candidate will be fluent in both Spanish and English and will have some connection to the Hispanic community. The qualified candidate must have excellent social skills as well as oral and written communication skills; demonstrated sensitivity for people with disabilities and respect for cultural differences; demonstrated commitment to social justice. The candidate should have proficient knowledge of Microsoft Office applications, standard office equipment; be able to manage time and duties professionally and responsibly; and be a team-player. Willing to work night and weekend. Occasional overnight travel throughout the state will be required; access to reliable transportation is preferred, but reasonable accommodations are available

The preferred candidate should have degree in a relevant field or will have demonstrated experience commensurate with such a degree.

Salary will be based on education and experience. Benefits include health insurance, short and long term disability insurance, group life insurance, a retirement plan, compensated holidays and other paid time off.

Positions will be open until filled. To learn more about dLCV, visit www.dlcV.org.

To apply, submit a detailed cover letter and resume describing applicable qualifications to job@dlcv.org or mail to Human Resources, 1512 Willow Lawn, Suite 100, Richmond, Virginia 23230. Information can also be faxed to (804) 662-7431.

Persons with disabilities and minorities are strongly encouraged to apply.
Reasonable accommodations upon request.