



Position: Economic Development Volunteer (Fall 2024)

Location: La Colaborativa, Survival Center, 63 Sixth Street, Chelsea, MA 02150

About Us: La Colaborativa, founded in 1988, is a Latina-led organization that has served as a steadfast, reliable, and bold ally to Latinx immigrants in Greater Boston for over 35 years. Operating in gateway cities such as Chelsea, East Boston, Everett, Lynn, Revere, and Malden, we collaborate with Latinx immigrants to develop and implement a range of programs, initiatives, and community campaigns that serve and uplift our community. Our focus areas include ensuring food and housing security, promoting economic progress, celebrating cultural heritage, and cultivating immigrant leadership to effect policy and systemic changes for long-lasting community benefits. As a trusted resource for Massachusetts' immigrant population, we provide linguistically and culturally appropriate information and resources to some of the state's most vulnerable individuals, including newly arrived immigrants, undocumented families, non-English speakers, as well as low-income tenants and workers.

Position Overview: We are seeking compassionate, enthusiastic and dedicated Economic Development Volunteers to join our team. As a volunteer, you will play a crucial role in supporting our economic development initiatives, working directly with community members to provide valuable assistance in their job search and career development. Volunteers serve 3-6 hours per week.

Key Responsibilities:

- Resume Creation: Collaborate with community members to develop and tailor resumes that reflect their experiences, goals, and preferences.
- Relationship-Building and Community Engagement: Strengthen community trust and engagement through effective communication and supportive interactions.
- Intake Meetings: Conduct meetings with community members to assess their needs and goals, providing referrals to appropriate teams as needed.
- Service Introduction: Introduce community members to our organization's services and local resources, ensuring they are aware of all available support.
- Job Readiness Workshops: Assist workshops focused on job readiness, including demonstrating online job search platforms, explaining U.S. job search strategies, best practices, and interview preparation.



- Event Support: Provide support at Economic Development (EcoDev) events such as job fairs, networking events, and special training sessions.
- Department Familiarity: Gain experience and knowledge across various departments including Food, Health Equity, Youth, Education, and Housing.

Qualifications:

- Current enrollment in a relevant academic program (e.g., Social Work, Spanish, International Relations, Public Administration, Civic Studies, Economics, Latinx Studies, etc.).
- Strong written and verbal English and Spanish language skills.
- Strong interpersonal and communication skills.
- Ability to work collaboratively with a diverse community.
- Familiarity with online job search platforms.
- Passion for community development and economic empowerment.
- Organized, reliable, and proactive with a keen attention to detail.

Benefits:

- Gain hands-on experience in economic development and community engagement.
- Utilize your Spanish abilities to empower the Latinx community.
- Develop professional skills and build your resume.
- Network with professionals and community leaders who are also passionate about empowering the community.
- Mentorship and the opportunity to work in a supportive and dynamic environment.

How to Apply:

Interested candidates should submit their resume and a brief introduction outlining their interest and relevant experience to our Economic Mobility Specialist, Sierra Held, at sierrah@la-colaborativa.org.

Join us in bringing economic empowerment to the Latinx community of Greater Boston and helping individuals achieve their career goals! We look forward to hearing from you.