

Willmar Area Multicultural Market (WAMM)

JOB DESCRIPTION

Job Title: Raices Coordinator
Department/Location: West Central Integration Collaborative
Reports To: WCIC Director
Position FTE: 1.0
Date: 5-Aug-08

Summary: *(A brief description that summarizes the overall purpose and objectives of the position.)*

The Raices Coordinator will work closely as part of the Raices team to support the community organizing functions of project and services as a point person for questions for the community.

Essential Duties and Responsibilities: *(The tasks, duties, and responsibilities of the position that are most important to get the job done and the frequency.)*

- ◆ Provide Direct communication with cluster communities in English/or Spanish.
- ◆ Serve as intermediary between state cluster organizers and managing organizations.
- ◆ Document and report cluster activities. Identify and facilitate securing resources needed by the cluster sites.
- ◆ Attend and provide support at all gatherings and meetings.
- ◆ Coordinate and provide TA on simultaneous interpretation systems.
- ◆ Maintain database of Spanish language media.
- ◆ Create and maintain a bilingual RAICES newsletter.
- ◆ Maintain state specific listserv.
- ◆ Create and maintain Web Calendar for Raices and related events.
- ◆ Create and maintain database of Raices participants, allies, and supporters.

Education/Training/Experience: *(The minimum level of education and experience required for the position.)*

- ◆ A Bachelor's degree OR equivalent combination of education, training, and experience in a job-related field.
- ◆ Valid MN driver's license.
- ◆ Experience working with diverse communities and families.
- ◆ Expertise in cultural and racial relations preferred.
- ◆ Ability to work some evenings/weekends required.
- ◆ Computer skills preferred.
- ◆ Bilingual in Spanish is required.