



OPEN POSITION

Sullivan Renaissance Multicultural Program Manager

JOB PURPOSE:

The Multicultural Program Manager identifies opportunities and implements initiatives that increase the participation of multicultural communities in Sullivan Renaissance's programs.

Multicultural populations include Spanish speaking individuals, seasonal (largely Orthodox Jewish camps and bungalow colonies), the African-American community, individuals with physical and developmental disabilities, and others.

The Multicultural Program Manager has a specific focus on outreach and efforts to revitalize neighborhoods in multicultural areas.

He/She will do outreach to engage Spanish speaking individuals in Sullivan Renaissance's beautification and community development programs by removing language and other barriers, building trust, and developing volunteer and leadership skills within the multicultural community.

This description is not intended to be all inclusive, and the employee may also perform other reasonably related business duties as assigned by the supervisor and other management as required. The Gerry Foundation may need to revise or change job duties as the need arises. Please understand this description does not constitute a written or implied contract of employment.

DUTIES: TASKS, RESPONSIBILITIES, SPECIAL ASSIGNMENTS, ETC.:

(Please include all supervisory and financial roles you are assigned)

MULTICULTURAL OUTREACH

- Identify and connect with multicultural neighborhoods and leaders.
- Partner with community organizations and groups serving the multicultural community (Human Rights Commission, Latino Alliance of Sullivan County, Catholic Charities, S.A.L.T. and others) that create opportunities for Spanish speaking individuals to be included in society, and represent the Latino community in these areas.
- Engage with municipalities and civic organizations to assist with their outreach efforts to multicultural neighborhoods.
- Conduct outreach to additional ethnic, cultural, and diversified populations, as needed, to engage them with Sullivan Renaissance activities.
- Work in partnership with the community to support Latino neighborhood and family networks, and to facilitate resident participation in Sullivan Renaissance
- Create opportunities to empower Multicultural volunteers to participate in meaningful community projects.
- Work with Marketing to create a campaign and relevant materials to reach and appeal to multicultural individuals and families. These will be compatible with ads and press releases produced for other Sullivan Renaissance programs, but will be culturally specific.
- Chair a Bilingual Advisory Committee and African American Advisor Committee to provide guidance and support for multicultural outreach.

PROGAMMATIC RESPONSIBILITIES

- Manage the Multicultural Grant Programs, including program and budget development, outreach, monitoring progress, and assisting with fiscal compliance.
- Work closely with Beautification and Planning and Community Development staff to engage multicultural residents and community groups in identifying, planning and implementing community improvement projects.
- Work closely with assigned consultant on programs targeting the seasonal community.
- Propose, implement, and monitor pilot projects and special initiatives in pre-identified target areas, such as Monticello, Liberty and Fallsburg, and where there is a high concentration of multicultural neighborhoods.
- Create educational programs and activities related to gardening that will be presented in Spanish and/or bilingually.

ADMINISTATIVE/GENERAL RESPONSIBILITIES

- Attend staff weekly meetings and Renaissance events
- Monitor Sullivan Renaissance programs for new opportunities for cultural diversity.
- Integrate multicultural volunteers into Sullivan Renaissance programs, projects and activities.
- Participate in grant review
- Work with staff and steering committee to perform such additional tasks as necessary.

EXPERIENCE/QUALIFICATIONS: EDUCATION, SKILLS, SPECIAL REQUIREMENTS (Please include all equipment you have knowledge of, personal characteristics, and past experience required)

1. Ability to speak and write fluent Spanish
2. Knowledge of horticulture
3. Knowledge of Sullivan County communities and institutions
4. BA or equivalent preferred in human services, education, or community development\
5. Ability to grasp concepts, to make decisions and anticipate and solve problems
6. Highly developed leadership and interpersonal skills
7. Advanced computer knowledge

COMMUNICATIONS - please check all of the following communication styles that you regularly use in the performance of your regular duties.

<u> X </u>	Spanish language
<u> X </u>	Written, to other employees
<u> X </u>	Face-to-face verbal, with other employees
<u> X </u>	Telephone verbal, with other employees
<u> X </u>	Creative expression
<u> X </u>	Written, to customers, vendors, consultants, etc.
<u> X </u>	Telephone verbal, with customers, vendors, consultants, etc.
<u> X </u>	E-mail and Internet. Electronic mail to include multiple groups i.e. press, committees, etc. using Microsoft Outlook