



Foothills United Way

FOOTHILLS UNITED WAY
Bilingual Bicultural Program Coordinator
Temporary Employee: 32hrs/week

Position Overview

This Program Coordinator is responsible for the pursuit of Foothills United Way's innovative strategic goals in the area of Community Resilience, specifically focusing on Resilience for All programming. This work includes: identifying existing and new cultural brokers, fostering collective efforts to build resilience; and providing education and training to community partners around cultural brokers.

Primary Responsibilities

- A. Cultural Brokers
 - Develop and coordinate a project to build capacity with existing and new cultural brokers
 - Create a database of local cultural brokers
- B. Community Engagement and Awareness
 - Build awareness of local organizations about how to best support existing cultural brokers within their organizations
 - Convene quarterly cultural broker gatherings to build existing network
 - Participate in local events, fairs and community meetings
 - Conduct presentations to community organizations and local government about best practices for supporting and recruiting cultural brokers
- C. Training
 - Develop framework for a cultural broker training
 - Train new and existing cultural brokers
 - Facilitate a session about cultural brokers at the Resilience Summit
- D. Reporting
 - Provide financial and narrative reports to FHUW June 2018 and December 2018
- E. Additional Duties
 - Other duties as assigned

Qualifications

A successful candidate must have experience in a position with primary responsibilities including work in community or government relations, community building, social work, or government/non-profit management. Posses a strong ability to work in collaboration with various non-profit, cultural brokers, community leaders and municipal and county government representatives.

Bicultural, bilingual in Spanish and English; fluent in oral and written communications. Experience in public speaking and event planning is highly desired. Must be able to use Word, Excel and a CRM database.

Please send your cover letter and resume to: careers@unitedwayfoothills.org