



# Asian Community & Cultural Center

*-Celebrating Asian Heritage and Serving All Immigrants-*

144 North 44<sup>th</sup> Street Lincoln, Nebraska 68503

402-477-3446 FAX 402-477-4508

[www.lincolnasiancenter.org](http://www.lincolnasiancenter.org)

## **Position Title: Family Resource Program Coordinator**

**Availability:** Open now until suitable candidate is found, review will begin March 29, 2021

Monday-Friday; Occasional weekend and/or evening hours may be assigned as needed; full time, exempt position, flexible schedule available approximately \$33,280 - \$37,440

The following job description includes major responsibilities and expectations. This list is not all-inclusive; the incumbent may be expected to perform job-related duties other than those contained in this list.

### ***Job Summary***

The person will be responsible for duties within multiple programs of the ACCC and will include coordinating and/or teaching ELL, citizenship, and digital literacy classes, coordinating the Services for Older Refugees and other family resource grants and managing volunteers and interns.

### **Duties and Responsibilities:**

- Attend and successfully complete all required training programs, staff meetings and complete all related assignments in a timely manner
- Act as a representative of the ACCC in public forums in a positive, knowledgeable and professional manner
- Provide accurate and timely reporting of work performed and outcomes in the form of attendance tracking, database management, a monthly report to the supervisor, volunteer file management, and through grant reports.
- Oversee use and maintenance of company van
- Monitor the budget and spending in each of the programs with attention to grant requirements
- Develop relationship with Aging Partners to connect refugee seniors with services
- Help build relationships with diverse populations and organizations in the area and other senior groups
- Organize regular volunteers to teach technology, ELL, and citizenship classes and teach as necessary
- Encourage youth and community members to volunteer and participate in community activities
- Collaborating with human service agencies and other resources to refer services for the refugees and immigrants
- Recruiting participants for the program, including using community contacts and knowledge to seek out potential participants and find out what community members needs are. Will develop promotional materials as needed.
- Greet and assist clients whenever needed
- Perform related duties and responsibilities as required.
- Will be present and involved in weekly staff meetings
- May provide additional transportation in company van

### **Qualifications:**

- Experience in a professional environment
- Experience teaching ESL in one-to-one and/or group settings
- Must be able to work independently and demonstrate team building, problem solving, time management, stress management and decision making skills
- Must possess great communication skills including effective verbal, writing and listening skills and the ability to make effective presentations
- Excellent organizational and leadership skills including the ability to maintain effective working and community relationships
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds

- Must have good computer skills and be proficient in Microsoft Word, Excel, Internet and e-mail.
- Bilingual ability a plus
- Able to communicate well in English, both spoken and written.
- Able to and committed to maintaining confidentiality.
- Attention to detail in maintaining records and some experience with Microsoft Office preferred.
- Sensitive to the needs of older clients.
- Willingness to travel and transport in own personal vehicle, must have valid drivers license and good driving record

Please submit cover letter, resume, and three references to [sheila@lincolnasiancenter.org](mailto:sheila@lincolnasiancenter.org)