

COORDINATOR OF COMMUNITY AFFAIRS

DISTINGUISHING FEATURES OF THE CLASS: This is a community liaison and outreach position assisting the County Executive in meeting the needs of the new immigrants to the County, particularly those at the lowest levels of the economic scale who may be experiencing economic, social and language barriers in accessing County services. The position reports directly to the County Executive in order to facilitate responsiveness and quick access to government services. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists and advises appropriate individuals and agencies within County government on issues related to new immigrants and their relationship within the community as a whole;

Assists individuals of all nationalities with the application process to access governmental and/or private agency services;

Coordinates efforts to help new immigrants become residents and full participating citizens of our community;

Assists private and public agencies in hiring more bi-lingual staff to address the specific needs of the new immigrant groups;

Helps government and non-government agencies in their communication to these potentially underserved groups by translating forms, educational information and creating new brochures as outreach to these populations;

Assists County health care agencies in distributing information on health education and health care issues to that affect the whole community;

Coordinates efforts with appropriate agencies to provide Immigration Seminars and Citizenship classes;

Provides information on available job openings, ESL (English as a Second Language) classes and other educational opportunities;

Translates informational brochures from public and private agencies into Spanish;

Provides Cultural Sensitivity Workshops to personnel of agencies requesting such services;

Works with the schools to disseminate information about other cultures;

Assists County and non-County agencies involved in improving the quality of life of our community members, including the needs of out new immigrants;

Performs a variety of related activities as required or requested by the County Executive.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

MINIMUM QUALIFICATIONS:

Qualifications determined by the County Executive.

SPECIAL REQUIREMENT:

Fluency in both English and Spanish spoken languages.