



CMLC Center Coordinator Job Description

Job Title: Center Coordinator

Reports to: CMLC Board

Hours: 35 hours per week with an occasional evening or weekend

Applications considered until November 17, 2017

About Corvallis Multicultural Literacy Center (CMLC)

CMLC is a community-based learning center where individuals and families of all cultures come together to share, mentor, and understand their different cultures, to access resources, and to build a cohesive community in a safe, welcoming environment.

CMLC offers many one-time and ongoing programs and resources for the community including language exchange and tutoring, conversation partners for English practice, conversation circles for English practice, culture exploration kits (portable “museums” designed for educators), international cooking classes, citizenship tutoring, elementary school class field trips, multicultural arts – textiles, quilting, beading and sewing, international speaker presentations, discussion groups, networking, language resource library, workshops, and many other diverse and educational programs. In addition, the center is offered as space for other community groups and organizations for events and activities in keeping with the CMLC mission.

Please see our website for more information about the center www.cmlcenter.org.

Position Summary

CMLC is seeking a center coordinator who is interested in being a part of a well-loved community organization, taking the center to its next phase, carrying out the center mission with energy and enthusiasm. The center coordinator will be responsible for daily activities including meeting with visitors to the center, managing language and cultural programs, supervising staff and volunteers. In addition, administrative responsibilities include fundraising, networking, strategic planning, grant writing and working with the board. Every day will be different in this position as the center is open to anyone and everyone who wants to connect, learn a language, get citizenship assistance, mentor, teach a class and more.

Position Responsibilities:

The center coordinator is responsible for carrying out the mission of the center as well as the following:

- Network in the community to enhance awareness of the center in order to attract prospective donors and volunteers, to increase collaborations, to showcase resources, etc.
- Manage the overall day-to-day operations of the center
- Ensure visitors to the center feel comfortable, welcome and connected
- Work with board, staff, and volunteers to institute a fundraising plan for financial sustainability
- Develop and manage center programs, such as English classes or grant driven programming
- Identify potential grant funds and assist in writing grant applications

- Attend monthly board meetings, report to the board, act as a liaison between the board and the center by implementing strong communication ties
- Develop and maintain collaborations and partnerships with other community organizations, and OSU campus groups and departments
- Supervise and mentor staff and volunteers including adjusting staffing as necessary and with board approval
- Attend to financial matters of the center – paying bills, budgeting and creating financial forecasts

Required skills and experience:

- Computer skills including MS Word, MS Excel, PowerPoint and e-mail programs. Social media applications skills a plus
- Previous non-profit stewardship experience or an understanding of non-profit work
- Ability to take initiative, facilitate program creation and identify needs and match with resources
- Understanding of budgeting and general financial stewardship
- Ability to work collaboratively within a small staff
- Excellent communication and networking skills
- Fundraising experience
- Grant writing experience
- Experience and interest in working with people from multiple backgrounds and cross-cultural issues in a multicultural environment

Compensation:

Salary:

Starting salary for this position is \$2,800 a month for a ten month working period (center is closed for the month of August, two week winter break, one week spring break, and holidays).

Benefits:

\$200 per month stipend for health care. Flexible and fun work environment. Opportunities for professional development.

January 3rd, 2018 start date.

To apply please submit a cover letter and resume including contacts for three references to:

Corvallis Multicultural Literacy Center

Attention: Dee Curwen

cmlc@peak.org

Please feel free to email cmlc@peak.org with any questions.