

CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION HISPANIC COORDINATOR

JOB SUMMARY

This position will work with the Mayor and staff to help bring information to Calumet City's Hispanic community and ensure Spanish speakers are informed and engaged. Serving families for whom Spanish is their primary language at various City interactions, collaborating with the Mayor and staff to discover better ways to serve Spanish-speaking families. Identifying and assessing citizen needs quickly and accurately promoting equity, diversity, and inclusion. Coordinating and administering effective outreach programs, activities, and events in a manner that recognizes and respects the diverse Latinx and Hispanic community and increases Calumet City's visibility in the community. Strategically identifying, developing, building and maintaining collaborative partnerships with Latinx and Hispanic community-based organizations and partners. Providing feedback to the Mayor on community barriers and working toward identifying solutions or opportunities. Conducting internal and external presentations and preparing culturally appropriate education materials for Hispanic programming, community events and initiatives in Calumet City. Providing technical support in written translation and oral interpretation to support the community engagement efforts. Providing support in the design, production, and distribution of Spanish language program outreach and communication materials, including website content, Facebook posts, text campaigns, flyers, signs, and/or paid advertising.

APPLICANT QUALIFICATIONS

- Must be honest, maintain integrity and have a strong attention to detail
- Fluency in Spanish and English (oral and written)
- Ability to establish and maintain effective working relationships with staff and the public
- Bachelor's Degree preferred
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.