



CHESAPEAKE MULTICULTURAL RESOURCE CENTER COMMUNITY LIAISON POSITION

The Chesapeake Multicultural Resource Center (ChesMRC) is a 501c3 non-profit organization established in 2012, whose mission is to empower people from different cultures to become successful and engaged members of our community (see www.chesmrc.org). Programs include an afterschool program for elementary students, a resource center and immigration clinic and cultural competency and interpreter programs. Since ChesMRC's inception, more than 7,500 clients have made over 25,000 visits to obtain either direct services or referrals to support their families and navigate a new culture. ChesMRC's ideal candidate for the Community Liaison position will care deeply about the immigrant population of the Eastern Shore and want to make a difference in the community. This is a unique opportunity to help a growing non-profit become a strong and sustainable presence. More than a job, this is a lifestyle. ChesMRC is looking for someone who wants to make a long-term commitment. The Community Liaison position has unlimited potential, and it can grow with your passion and experience.

POSITION DESCRIPTION

The Community Liaison (CL) will report to the Executive Director and Outreach Director to coordinate the outreach efforts of community programs with the ChesMRC community. The CL's responsibility is to connect with a broad range of community programs and to find creative and effective ways to connect ChesMRC clients with those programs.

This position is a full-time position with benefits, and the candidate **must be local to the Eastern Shore of Maryland**. The salary is commensurate with other non-profits and experience.

SPECIFIC RESPONSIBILITIES:

- **Development** – identify, establish, and manage consistent and continuous outreach with community organizations that have an active interest in outreach to the immigrant community.
- **Recruitment of community connectors** - Community connectors are associates of ChesMRC or past/current clients that are well established in the community, have advanced communication skills, and interested in participating in community events.
- **Planning and reporting** – manage and update a calendar of events and meetings to be shared with ChesMRC staff and community connectors.
- **Record keeping** - maintain updated points of contact and current information for partner organizations and community groups.
- **Communication** -Communicate the mission and achievements of the organization to community groups and organizations. Maintain constant communication with community connectors to create an archive of their skills, abilities, and interests.
- **Event Planning** – ChesMRC regularly participates in community events and is interested in hosting future events such as Hispanic Heritage Month and the Multicultural Festival.
- **Provide Direct and Indirect services** – Assist clients with intake, screening, access to resources, and direct assistance.
- **Interpreting and Translating** – Assist clients and community groups with Spanish language needs.

REQUIREMENTS:

1. Excellent communications skills (written and verbal) in both English and Spanish.
2. Organizational management (experience and familiarity with non-profits is a plus).
3. Technological literacy (experience or willingness to learn each of the following: Word, Excel, PowerPoint, Google Platform, websites, blogs, podcasts, MailChimp, Facebook, Twitter, Evite, video editing and archiving, etc.).
4. Ability to work independently.
5. Bachelor's Degree or equivalent proven work experience.
6. Enthusiasm of the immigrant population ChesMRC serves.

TO APPLY:

Send an email resumes@chesmrc.org

The subject line should read: **Community Liaison Application**

Introduce yourself in the body of the email and attach a single .pdf file. The file name should be your name (**example: FIRSTNAMELASTNAME.pdf**).

This single file should include your resume or c.v (make sure it includes current contact information) and statements addressing how you meet requirements 1 through 6 above. Please be sure to number your statements to match the numbers on the requirements. Thank you for applying!

The deadline for applications is Friday, February 16, 2024.