



## **Income Development Center Coordinator**

### *Job Description*

*An Equal Opportunity Employer*

El Vínculo Hispano (EVH) is a nonprofit organization whose mission is to foster cultural understanding among Latinos/as and other residents of Chatham County, and to empower Hispanics to overcome the challenges they face as immigrants and find their voice in the community. The Income Development Center will facilitate the meaningful employment of local (the rural Town of Siler City) and regional (rural Chatham County and surrounding rural communities) high school and college graduates, unemployed, underemployed and dislocated persons; to encourage the creation of new employment through mentorships and entrepreneurship; to serve the goods and services needs of the Town of Siler City and surrounding communities; to provide such personal assistance in Siler City.

### **Coordinator's Responsibilities:**

- Identify work/business opportunities that serve the needs of the community;
- Match local retiring/expansion-minded business owners with apprentices or staff
- Survey income seekers/workers for skills and desired employment;
- Assist individuals in the development of self-employment opportunities;
- Identify private business owners willing to serve as mentors to participants
- Provide personal matchmaking service including arranging introductions, training/organizational assistance, and exposure to cooperatives, development of apprenticeships, mentorships and youth entrepreneurship programs and other community-building (non-outside-employer-dependent) models.
- Work with the EDC and local youth programs to develop entrepreneurship programs.
- Conduct outreach in the community via EVH newsletter, website, social networking sites, radio programs and other.
- Participate actively in fundraising activities and events of the organization.
- Assists Executive Director and Development Coordinator to ensure continual funding for the position.
- Develop relationships and partnerships with government officials, nonprofit organizations, religious institutions, media institutions, business community, donors and other EVH stakeholders.
- Organize community educational gatherings and meetings with EVH allies.
- Work closely with other staff to achieve EVH's mission and goals.
- Participate in the design, development, & evaluation of the programs and services.
- Recruit and supervise volunteers.
- Other responsibilities that may become more relevant depending on circumstances and the context.

### **Requirements:**

- Understanding and empathetic of the current realities facing the Latino immigrant community.
- Skill and confidence to communicate effectively in both mainstream and community settings.
- Demonstrated leadership skills, particularly with grassroots nonprofit organizations.
- Inspiring, creative, and empowering leader who can work as part of a team in a fast-paced environment.
- Analytical, writing and oral communications skills and proficient with Microsoft Office programs.
- College degree or equivalent work experience required.
- Excellent interpersonal skills, bilingual (English-Spanish), preferably bicultural with valid NC driver's license.

### **Preferred:**

- Previous translating/interpreting experience.
- Experience with Unions.
- Experience working with Latinos of various backgrounds.

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**Board of Directors/ Junta Directiva:** Iván Remnitz – President, Gabriel Soltren – Vice President, Katherine Rangel - Secretary, Matthew Rudolf – Treasurer, Bob Dainton – Vice Treasurer, Elena C. González, Richard McGough, Raymond Barrios, Lauren Maxwell, Sandra Forrester & Cindy Wilks

**Staff / Personal:** Hernán Sedda, Marcia Espínola, Pamela Citrynell, Gabriela Nava, Silvio Balcazar & Jasmina Nogo.



## EL VÍNCULO HISPANO/HISPANIC LIAISON OF CHATHAM COUNTY

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• 105 E. Second St. Siler City, NC 27344 • Tel: (919) 742-1448 • Fax: (919) 742-1451 • [www.evhnc.org](http://www.evhnc.org) •

**Hours and Salary:** 40 hours/ week (Mon to Fri). Some evening and weekends may be required. The annual salary range is high 20's to low 30's. This position reports to Executive Director.

**To apply,** send a cover letter in English and Spanish, a resume outlining experience, education and skills, and at least 3 professional references via email to: Hernan Sedda, Executive Director at [hsedda@evhnc.org](mailto:hsedda@evhnc.org). No phone calls please.

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