Job Announcement

Eastside Cultural Navigator Program (ECNP)
Title: Cultural Navigator Program Manager

Scope of work:

This is a part-time non-exempt (20 hours) position and the ECNP Program Manager is responsible for managing the operation of the Eastside Cultural Navigator Program, including program implementation, marketing and planning, and network development. The Program Manager works independently and supervises a team of professional Cultural Navigators to implement program activities to meet the best interest of the sponsors and the needs of the ethnic diversified community mainly in the East King County Region. Extensive outreach is required. The Program Manager reports to the Elderly Program Director.

Job responsibilities:

- Responsible for the internal and administrative tasks such as staffing arrangement, activity scheduling, data collection, reporting and training with the assistance from the CNP Program Coordinator who reports directly to the Program Manager.
- Supervise and monitor the staffing and program performance
- Responsible for the external business of the Cultural Navigator Program such as promoting network relationship with partnering agencies and funders, maintaining open communication with stakeholders and funders, and addressing the growing needs of the community through leveraging resources and community support.
- Represent the Cultural Navigator Program in community network meeting and participate in collaborative community activities and events to promote the visibility and mutual agency support for the program.

Desirable skills and abilities:

- Extensive knowledge and working experiences in serving the ethnic diverse communities
- Ability to develop and implement program activities to meet program contract requirement
- Proactive and creative in the formulation of outreach and recruitment strategy
- Successful in meeting the performance goals as stipulated under the program contract
- Ability to motivate and engage the team to achieve the set goals
- A good team player and yet able to work independently and under pressure
- Outgoing, target-oriented and detail oriented
- Public speaking experience

Minimum Qualifications:

- Bachelor degree in social work or related human services field with three years of paid social service experiences and minimum one-year in supervisory role in project management experience. Master degree in related fields highly desirable
- Familiarity with state, federal and public assistance programs
- Extensive direct or supervisory work experiences in providing support to vulnerable minority and ethnically diversified groups in accessing resources
- Solid experiences in collaborative relationship building and networking through outreach
• Bilingual in English and Spanish, Russian or other language.
• Excellent writing skills in English required for program reports, press release and evaluation summary
• Valid Washington State driver’s license, have access to vehicle for outreach, and auto insurance
• Proficiency in the use of MS applications such as Words, Excel, Publisher and Access and information technology in daily works.

COMPENSATION: Starting $22-$25 per hours DOE, no benefits

APPLICATION: Send cover letter and resume to

Chinese Information and Service Center
611 South Lane St.,
Seattle, WA 98104
Attn: Human Resources

Or

Email resume and cover letter to: kevinc@cisc-seattle.org

CLOSING DATE: until position filled

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Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, religion, nation origin, age, sexual orientation, the presence of a non-job related handicap, or status as a disabled or Vietnam-era veteran. Reasonable accommodation will be provided for persons with disabilities.