



3635 Quakerbridge Road, Suite 16, Hamilton, New Jersey 08619  
Phone: 609.393.9922 ~ Fax: 609.586.1919

## **Director of Hispanic Community Relations**

**Interfaith Caregivers of Greater Mercer County (ICGMC) is dedicated to promoting the independence, dignity and wellness of the homebound elderly and people with disabilities by matching them with supportive and caring volunteers who assist with the tasks of everyday life.**

*The AmeriCorps Seniors Retired and Senior Volunteer Program (RSVP) promotes the purposes of 1) engaging persons 55 and older in volunteer service to meet critical community needs; 2) providing a high-quality experience that will enrich the lives of volunteers; and 3) coordinating volunteer caregiving and wellness activities for homebound elderly and adults with disabilities.*

### **Position Description:**

The **Director of Hispanic Community Relations** is a part-time position working both on-site at the ICGMC office and off-site while performing community outreach. Business hours are 9:00 am to 5:00 pm, but scheduling is flexible and may change subject to outreach needs. To adequately engage with community stakeholders, this position may include evening and/or weekend hours. Total average hours of work will range from 12 – 16 hours/month.

### **Job Duties and Responsibilities:**

The Director of Hispanic Community Relations reports to the Executive Director and works in conjunction with the RSVP Volunteer Recruitment Director to expand volunteer recruiting activities to communities that have a majority Spanish-speaking population and secure new RSVP volunteers in this community to provide caregiving and wellness services. All activities will be performed in accordance with RSVP regulations and rules established by AmeriCorps Seniors and guided by the goals and activities set forth by Interfaith Caregivers of Greater Mercer County.

### **Key Responsibilities:**

- Create, build, and maintain partnerships between faith leaders, business leaders, community leaders, and social organizations that serve the Spanish-speaking population.
- Provide translation of marketing materials and interpretation services as needed.
- Be an active advocate of the agency and its mission within the community at large, including congregation partners, social service agencies, and other public constituents.
- Represent and recruit for the RSVP program at outreach activities and events, including setting up and staffing exhibit tables as needed.
- Perform other related duties as assigned by the Executive Director.

### **Requirements:**

ICGMC celebrates the rich diversity of the communities we care for. As such, the successful candidate is required to maintain the highest level of respect for people of all faiths, of all racial and ethnic backgrounds, and of varying degrees of assistance required.

In compliance with federal guidelines, the successful candidate must pass a complete background check.

*MISSION: Promote the independence, dignity and wellness of homebound elderly and people with disabilities by matching them with supportive and caring volunteers who assist with the tasks of everyday life.*

**[www.ICGMC.org](http://www.ICGMC.org)**



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### **Minimum Qualifications**

- Full fluency in Spanish and English; Ability to communicate professionally in both languages.
- Strong public speaking and communication skills.
- Ability to work in individual and cooperative environments with others from diverse backgrounds.
- Familiarity with the City of Trenton and of Mercer County.
- Proficiency in MS Office programs (MS Word, MS Excel, Power Point, etc.).
- A driver's license and reliable means of transportation.

### **Preferred Qualifications:**

- Resident of Mercer County, NJ – highly desired.
- Experience working with the elderly or disabled population.
- Experience with volunteer recruitment and management.
- Experience working with multiple faith leaders and communities.
- Experience working in and mobilizing services for diverse communities

### **EEO**

**To apply, please send a cover letter and resume to [execdirector@icgmc.org](mailto:execdirector@icgmc.org).**

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