

AMNESTY PROGRAM COORDINATOR

DEFINITION

To perform a wide variety of complex and responsible duties coordinating a federally funded Amnesty Program, including planning, developing, coordinating, and implementing the program as well as serving as liaison between the campus, district, state and local agencies, as well as other agencies involved in Amnesty. Will also provide leadership in the interpretation and application of Amnesty related regulations. Is responsible for recruitment and assessment of eligible clients; helps to plan and develop curriculum and supervises the basic skills training in English as a Second Language and Civics at various locations. Establishes criteria, procedures and documentation of the Amnesty Program. Monitors and maintains the audit records. Provides technical and functional supervision of clerical staff and/or student assistants. Performs other duties as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receive immediate supervision from the Director of Business Services on a scheduled basis.

Work closely with the EIS Department Chair, Amnesty instructors and bilingual counselor.

Exercise daily supervision of secretarial/clerical staff as well as student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Responsible for developing, instigating and supervision outreach, publicity, and recruitment program including but not limited to designing and distributing flyers, public service announcements.

Coordinating and implementing visits and motivational presentations at churches and community-based organizations.

Responsible for administering MEPT to off campus classes to encourage students to move to the next level of EIS.

Coordinate visits and tours to CCC by off-campus classes, potential students and community organizations.

Identify Amnesty students; document Amnesty student's immigration status; supervise and administer IRCA pre-enrollment Appraisal Data Form.

Prepare preliminary annual budget based on projected revenues for the approval of the College President.

Interface with Admissions to maximize identification of Amnesty students; interface/coordinate with the INS, SDE, Chancellor's Office and CASAS.

Attend conferences and workshops; prepare agendas for meetings; keep record of attendance hours; compile statistical and financial reports; work on quarterly claims revenue and expenses; analyze and verify fiscal records; research questions and problems pertaining to policies and procedures; coordinate office operations; supervise and train personnel; provide services for the whole EIS Department students.

(Over)

EXAMPLES OF DUTIES (CONTINUED)

Non-Amnesty duties are performed as they occur.

Establish guidelines for the distribution of books in coordination with book store.

Schedule classes at hours accessible to students; visit classes and keep students informed of new educational or legal developments.

Recommend and schedule appointments with Bilingual Counselor.

Review materials for the Amnesty classes to meet current needs; coordinate teachers' in-services as needed.

Meet regularly with the Director of Business Services, inform Administration of requirements and developments; prepare and implement long-term plans for Beyond Amnesty (VESL classes).

Act as a liaison with the community and organizations such as Familias Unidas, The Spanish speaking Council, The Hispanic Refugee Rights and Services, The California Rural Legal Assistance Foundation.

MINIMUM QUALIFICATIONSKnowledge of:

IRCA legislation, regulations, operations and reporting procedures.

Local community based organizations and resources.

General financial record keeping and audit procedures.

Special needs of immigrants in learning the English language.

Modern office methods, practices and procedures, including filing systems and telephone techniques.

Basic interviewing and counseling techniques.

Skill to:

Plan and implement an effective outreach recruitment program.

Plan curriculum for basic skills in ESL and civic education.

Lead and train assigned personnel.

Prepare and monitor a program budget.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Make motivational presentations to groups.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience at a technical level in a community based program or related activity, or two years of general clerical experience involving coordination of public (student) services, placement activities or scheduling a variety of appointments.

Training:

Completion of an AA degree in human services or a closely related field.

or

The equivalent (i.e., Three years of work experience in a community based organization providing direct services to the public.)