CITY OF DAYTON

Project Coordinator
Welcome Dayton Effort Implementation

BACKGROUND INFORMATION:

The City of Dayton Human Relations Council is seeking a Project Coordinator to coordinate and implement the Welcome Dayton effort. The incumbent will be responsible for facilitating and encouraging community efforts to improve the well-being of immigrants and refugees successful integration into the Dayton community, overseeing the scope of work listed in the Fair Housing Assistance Program (FHAP) Partnership Grant Agreement, developing strategies to increase Dayton’s ability to be more immigrant friendly and provide staff support to the Welcome Dayton Committee.

A copy of the Welcome Dayton plan can be found at, www.daytonohio.gov/welcomedaytonreport.

Contract Position Parameters:
- Reports to the City Manager and coordinates with the Executive Director of the Human Relations Council.
- One-year contract with two-year renewal option based on performance.
- Salary and operating budget to be negotiated.

Scope of Work:

Administrative
- Provide staff support the Welcome Dayton Committee, Executive Director of the Human Relations Council and the City Manager on issues related to successful integration of immigrants
- Makes recommendations on policies, programs and other activities that will make Dayton more immigrant friendly
- Oversees activities identified in the Fair Housing Assistance Program Grant Scope of Work

Evaluation and Reporting
- Develop an evaluation system that will provide oversight of project success and track success and/or concerns of project design and implementation.
- Revise measurable outcomes, goals and objectives based on evaluation results
- Prepares periodic updates to the City Commission and the community on implementation efforts and key issues effecting the immigrant and refugee communities

Research
- Identify best policies and practices for reaching immigrant communities
Stay abreast of ongoing issues related to immigration and refugees that may impact the local community

Identify and create taxonomy of organizations working with immigrants in the Dayton area

Meet with individuals and organizations that have completed or are conducting original research on local immigrant populations

**Outreach, Public Relation and Relationship Building**

- Identify immigrant and refugee community leaders and maintain contact to keep abreast of issues affecting successful integration into the Dayton community
- Identify community-based organizations serving specific immigrant communities
- Coordinate education and outreach activities
- Develop marketing materials that promote Dayton’s immigrant friendly community culture

**Fund Development**

- Identify grant opportunities to sustain program activities

**Education:**

- Bachelor’s degree, Master’s preferred in public administration, social work, international affairs, community development or other related field

**Skills:**

- Bi-lingual or multi-lingual candidates are highly desirable.
- Experience working with immigrant and/or refugee populations is highly desirable.
- Research skills to include reviewing and documenting methods and best practices.
- Working knowledge of Microsoft Office applications.
- Strong work ethic, self-motivated, willing to take on new challenges and able to adapt quickly to change.
- Ability to demonstrate good customer service skills and interaction with people of various positions throughout the City and the community.

**Other:**

- Must have a valid driver’s license

**Notes:**

- The City will not be responsible for withholding Federal, State or Local taxes, any State of Ohio required insurance, i.e., Worker’s Compensation, Unemployment or other liability insurance. No vacation, sick or health insurance benefits will be provided.

- All out-of-pocket expenses such as parking and cost for travel to and from work site (for start and end of shift purposes) will be excluded as billable hours.

- Starting date is to be determined with a preference for starting as soon as possible.
The agency is committed to conducting a six-month review of the scope of work and the terms of the contract to determine how the work may need to be redesigned for greater effectiveness.

To Apply:
Submit resume with cover letter of interest to the following:

Joann Wright
Secretary to the Executive Director
371 W. 2nd Street, Ste. 100
Dayton, Ohio 45402
joann.wright@daytonohio.gov