

**Mixed Heritage Center
Job Announcement:**

CENTER COORDINATOR

The MAVIN Foundation and the Association for MultiEthnic Americans are looking for a .75 FTE center coordinator located in Seattle, Washington.

WHO WE ARE

The Mixed Heritage Center (MHC) is a national clearinghouse resource center for mixed race and internationally and transracially adopted people and families. MHC is a partnership project between the Seattle based MAVIN Foundation and the Los Angeles based Association for MultiEthnic Americans.

MHC, in part, meets the needs of mixed heritage people and families by connecting them with vital resources to raise healthy children and families. MHC meets the needs of mixed heritage organizations and leaders by consolidating the resources they have created by encouraging collaboration to increase resource efficiency and support.

The mission of the Mixed Heritage Center is to provide sustaining resources to multiracial, multiethnic and transracially adopted people and families as well as support the community leaders, practicing professionals and organizations that serve them.

WHAT WE DO

MHC has been undergoing an intensive period of community and organizational planning, fund development, and program design which will continue through Summer 2006. Although the center plans to fulfill our mission through consulting, research, resource referral services and training, the Mixed Heritage Center has been concentrating on these core areas:

- Research, including needs assessments, demographic analysis, online surveys, etc.
- Public awareness and education about mixed heritage issues
- Networking opportunities for mixed heritage community leaders
- Volunteer recruitment and capacity building
- Resource referrals
- Community building in the Seattle, Washington area

COORDINATOR RESPONSIBILITIES in order of importance

PROGRAMS: Clearinghouse, Research, Website

- Assist the Development of the website and regularly update it with relevant information;
- Coordinate research program to identify community resource needs;
- Provide resource development, marketing, and resource referrals to the public;

OPERATIONS: Administrative; Advisory Board development & Support; Partnerships

- Manage partner relations and contracts to ensure that all outcomes are met or exceeded;
- Prepare monthly reports for funding sources and the partners;
- Monitor program budgets;
- Support fiscal agents and accounting staff with sound fiscal accounting;
- Provide leadership and support to the Advisory Board and its activities;
- Recruit and manage volunteers, interns, and potential independent contractors;
- Other duties as assigned.

ORGANIZING: Community Relations, Education & Advocacy

- Identify, cultivate and nurture existing and potential relationships with for-profit and non-profit organizations, public and private agencies, coalitions, and individuals to enhance the effectiveness and services of the center;
- Support the partners and other MHC stakeholders who educate the local and national community on mixed heritage issues;

- Keep abreast and notify partners and MHC stakeholders of potential policy shifts and trends in the mixed heritage community.
- Plan and coordinate community events for people and leaders to connect.

DEVELOPMENT:

- Support fundraising efforts on behalf of the center through grant writing, maintaining relationships, etc;

MINIMUM QUALIFICATIONS

- Ability to honor, respect, and value the diverse identities within the mixed heritage community;
- At least two years of successful non-profit program management experience;
- Excellent communication, relationship building, and conflict resolution skills;
- Excellent program management skills, including project planning and implementation, time management, the ability to multi-task, staff and volunteer management experience, fundraising experience, and the ability to develop and manage budgets;
- Ability to work within a consensus-based community model;
- Demonstrated experience procuring informational resources
- Proficiency with computing and Microsoft Office applications: Word, Excel, Access and Outlook;
- Event planning
- Excellent written and verbal skills.

DESIRED QUALIFICATIONS

- Knowledge of and experience with fund development;
- Knowledge of and experience with mixed heritage issues;
- Knowledge of and experience dismantling racism at the organizational and/or systemic levels;
- Demonstrated board development experience;
- Proficiency with website applications, development & management.

This is a three-quarter time (30 hr/week) position with medical and dental benefits. Salary range is .75 of \$26,000 – \$32,000 DOE. To apply, send cover letter and resume by **November 30th, 2005**. Electronic applications are preferred. Please send to:

Joshua Heim, Project consultant
joshua@mavinfoundation.org

or mail to:

attn: Center Coordinator Search
MAVIN Foundation
600 1st Avenue, Suite 600
Seattle, Washington 98104

Applications received without a cover letter will not be considered. No Phone calls, please.