



Full time 3-year position

**Program Coordinator
– Strengthening Ethnic Community Associations**

ECCQ is an equal opportunity employer.

Organisation:

The Ethnic Communities Council of Queensland (ECCQ) is a non-profit, community-based state peak body, working to represent the issues and concerns of ethnic communities and the multicultural sector. Established in 1976, ECCQ undertakes advocacy and project and program development consistent with available funding and identified priority areas. This position offered is funded under a Department of Communities grant, as part of the Strengthening Non-Government Organisations strategy.

Title:

Program Coordinator - Strengthening Ethnic Community Associations

Salary:

Level 6.1, Social & Community Services (Queensland) Award. Full salary packaging available on completion of probation.

Appointment:

Subject to funding (currently three years). A three month probation period applies.

Reports to:

Executive Manager.

Location:

ECCQ House, 253 Boundary St, West End, Brisbane

People from culturally and linguistically diverse backgrounds are encouraged to apply.

Send applications, supported by a CV and a brief statement addressing Selection Criteria, to:

The Executive Manager, ECCQ, PO Box 5916, West End, Queensland, 4101.

Please lodge your application with us by 5 pm on Friday, September 14, 2007 and ensure you address all of the Selection Criterion.

Position Description:

The Strengthening Ethnic Associations Program Coordinator at ECCQ is responsible for working with ethnic community associations in Queensland, to assist them develop the knowledge and skills required to function efficiently and to effectively meet their goals.

The Strengthening Non-Government Organisations strategy is funded by the Department of Communities. Support for mainstream non-government organisations is being provided by QCOSS and through a number of initiatives managed under the Strengthening Non-Government strategy.

Through the Online Resource initiative the 'Community Door' website provides tools, information and resources to support non-government organisations strengthen their internal business systems and improve service delivery to their clients. A number of key content topics are available in languages other than English.

ECCQ is contracted to provide specialised assistance for culturally and linguistically diverse (CALD) communities using the translated content and other content published on the Community Door website.

The primary focus of this project is to provide CALD communities with practical assistance to support their organisations to be viable and sustainable. The co-coordinator will utilise the community development approach and empower CALD associations with the skills and understanding to undertake tasks for themselves.

The primary long term benefit of the program is that ethnic community associations and organisations will be better managed and more sustainable, thus able to better deliver services to their members. This will have a significant and positive impact on the settlement and integration process for migrants into the Queensland community.

Key duties & responsibilities:

The position has a Statewide brief and includes these specific tasks:

- Develop, deliver and evaluate an effective program that strengthens ethnic community associations.
- Establish a Reference Group to guide the program.
- Develop a communication strategy, including consultation and translation requirements and an evaluation plan.
- Engage with and develop relationships with CALD community associations.
- Identify the information and skill needs of new and existing CALD community organisations and provide information, management tools and training.
- Promote the benefits of the Community Door website via information sessions and other forums.
- Develop, promote and distribute a user manual for CALD non-government organisations and associations.
- Develop networks across funded and non-funded CALD organisations and associations.



- Develop and conduct Statewide information and awareness sessions, including the benefits of the Strengthening Non-Government Organisations strategy and the Community Door website.
- Work collaboratively with all stakeholders and link ethnic community organisations and associations with available support.
- Produce comprehensive evaluation, management, and progress reports.
- Identify further needs, funding sources and prepare funding submissions for related work.
- Identify community needs and advocacy issues raised by communities.
- Contribute positively to the team ethos and spirit at ECCQ.

Selection Criteria:

1. Demonstrated experience in working effectively with people of CALD background.
2. Demonstrated experience in community development.
3. An understanding of, or proven ability to gain an understanding of, the principles of sound organisational development and corporate governance.
4. Demonstrated experience in developing and delivering training, information sessions and written resources.
5. A good understanding of the issues affecting CALD community organisations and associations.
6. Demonstrated experience in managing projects.
7. Demonstrated highly developed communication skills both written and verbal, including experience in cross-cultural communication.
8. Relevant qualifications would be an advantage but not essential as would proficiency in Microsoft Word, PowerPoint and Outlook Express.

Applications

Your application should demonstrate your ability to meet each of the selection criteria. The successful appointee will be required to serve a probationary period of three (3) months.

Mail your:

- cover letter
- written application addressing the selection criteria
- resume (or CV) and
- contact details of three referees to:

The Executive Manager
ECCQ
PO Box 5916
West End
4101

or email it to: manager@eccq.com.au