



Irene Gomez-Bethke Papers.

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CENTRO CULTURAL CHICANO

BOARD OF DIRECTORS

BOARD SECOND VICE CHAIRPERSON - JOB DESCRIPTION

OBJECTIVE: To assist the Board Chairperson in providing leadership to Centro Cultural Chicano, the Board of Directors and its committees.

RESPONSIBLE TO: Board Chairperson.

RESPONSIBILITIES:

- I. Be knowledgeable of the purpose, policies, procedures and standards of Centro Cultural Chicano.
- II. Attend the monthly meetings of the Board of Directors.
- III. Chair the Board of Directors meetings in the absence of the Board Chairperson and the first Vice Chairperson.
- IV. Attend Executive Committee meetings.
- V. Participate in board training and planning sessions.
- VI. In cooperation with the Board Chairperson and first Board Chairperson assure representation at committee meetings.
- VII. Represent the Board Chairperson in his/her absence at recognition and program events of the community or of Centro Cultural Chicano.
- VIII. Other duties as assigned by the Board Chairperson.

Building

CENTRO CULTURAL CHICANO

Research Development

BOARD OF DIRECTORS

PROGRAM SERVICES COMMITTEE CHAIRPERSON - JOB DESCRIPTION

Research Development

Resources: ECONOMIC Development.

OBJECTIVE: To provide innovative program models that lead to implementation of the Mission and Purpose of Centro Cultural Chicano.

RESPONSIBLE TO: The Board ~~Chairperson~~ ^{SP} of Centro Cultural Chicano.

RESPONSIBILITIES:

- I. Be knowledgeable of all levels of Centro Cultural Chicano.
- II. Recruit committee members and chairpersons for the necessary tasks.
- III. Work cooperatively with ~~program~~ ^{Don Vargas} staff person (if there is one), in preparation of committee agenda. *Exec Dir.*
- IV. Conduct the committee meetings in an appropriate way and productively.
 - A. See that committee minutes are maintained and submitted to the office in time to be included in the board packet.
 - B. Provide committee with leadership and a sense of direction compatible with the objectives of Centro Cultural Chicano.
- V. Attend Board meetings regularly and keep up on business, concerns, and issues of Centro Cultural Chicano.
- VI. Act as liaison between the board and the program services committee.
- VII. Keep informed of community and other agency developmentssisimilar to or affecting our role and our constituency.
- VIII. In all aspects of committee activities work closely with the ~~program~~ staff. Strive to do all that you are capable of doing and rely on staff to share ideas, discuss concerns and alternatives, and to provide leadership.
- IX. Work with program services committee in setting yearly goals and objectives and establishing time lines for implementation of goals and objectives.
- X. Participate with staff in the evaluation of all ongoing programs. Bring in and implement new and creative programming to replace outdated or ineffective programs.
- XI. Keep updated, work performance data on members of the committee.
- XII. Other duties as assigned by the Board Chairperson.

Battered Women

*- House for C D clients
10-15 rooms*

*Staff a counselor
Kiddy Mpls Inst. Arts
Comm.*

Priorities on Research and development
Resubmit to United Way - \$ 93,000.00

Soc. Adjustment

16,000

52,000.00

Programs - Target pop.

\$ 161,000.

(disad. minorities) \$ 150,000.00

Target - outgrowth of McKnight fund.
new - target.

Come - HPH - Loans to rehab - 316 grants.

Anders - \$ 100,000.

\$ 700.00 Computer -

Primary violation - roof -

Gen Brantley.

CENTRO CULTURAL CHICANO



JOB OPENING: Full-time

POSITION: Community Advocate

DESCRIPTION:

Developes and disseminates information on the advocate function; keeps records; assists in collecting and evaluating data related to program planning and operations; conducts our-reach in the Chicano/Latino community, obtaining information from residents concerning their needs.

QUALIFICATIONS:

High school graduate or have aquired a G. E. D.

At least six (6) months of full-time work experience with social service agencies and/or human services activities.

DESIRED QUALIFICATIONS:

Background and experience equivalent to the above.

Applicant should be bilingual/bicultural

SALARY:

\$9,000 Annually

APPLICATION PROCEDURE:

By 12-29-78 submit application specifying position for which you are applying for.....Send to:

Centro Cultural Chicano
1800 Olson Memorial Hwy. (lower level)
Minneapolis, MN 55411

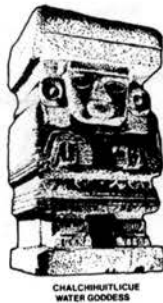
To obtain an application, stop by the above address. For more information contact Centro Cultural Chicano and ask for Eulalia at 374-2996.

DEADLINE :

JAN. 15, 1979
~~December 29, 1978~~

See reverse side

CENTRO CULTURAL CHICANO



JOB OPENING: Part-time

POSITION: Para-professional aide

DESCRIPTION:

To provide assistance to the Project Director ; to actively provide advocacy and transportation services as needed by the project; to provide supervision of the volunteers in providing services of the project .

QUALIFICATIONS:

Bilingual (spanish - english)
Previous experience

DESIRED QUALIFICATIONS:

Bilingual/Bicultural male desired, due to heavy lifting of clients in wheelchairs etc.

APPLICATION PROCEDURE:

By 12-29-78 submit application specifying position for which you are applying for. Send to:

Centro Cultural Chicano
1800 Olson Memorial Hwy. (lower level)
Minneapolis, MN 55411

To obtain an application, stop by the above address. For more information contact Centro Cultural Chicano and ask for Eulalia at 374-2996.

DEADLINE:

JAN. 15, 1979
~~December 29, 1978~~

See reverse side

ASSISTANT FOR ADMINISTRATION

Salary \$ 9,000. -

JOB Description:

The Assistant For Administration of the CENTRO CULTURAL CHICANO is directly responsible to the Exec. Director for the coordination of the CCC's activities. She/He is the major staff assistant. She/He shall serve as liaison between the staff and the Exec. Director. She/He will establish liaison with all staff members, obtain facts, make analysis and evaluations, and keep the Exec. Director appraised of the status of all on-going programs of the CCC and the standard operational procedures of the office. Determines priorities, schedules, and assigns work as required. She/He will review personnel policies of the CCC regarding compensatory time, vacations, pension and welfare and advise the Exec. Director on same. MAY keep records of meetings and make meeting arrangements; performs related duties as required.

JOB ANNOUNCEMENT

Position: Secretary

Qualifications: Must have previous secretarial experience or efficient office maintenance skills.

Should type 40-60 w.p.m. accurately.

Some bookkeeping experience helpful, but not necessary.

Verbal and written communication ability in spanish and english (bilingual/bicultural)

Must use phone contacts efficiently.

Duties & Responsibilities: Transcribes letters, memos, other material from copy or rough draft.

Proofreads all material typed.

Develop and maintain workable and feasible filing sytem.

Filing all correspondence, reports, proposals, etc.

Sets up schedules for meeting, clients, appointments, etc.

Answers and screens all phone calls with proper office ettiquette and log all calls taken.

Acts as a receptionist.

Performs other duties as required.

Salary: 8,500
\$ ~~██████~~ Annually,

APPLICATION PROCEDURE:

Applications may be picked up at address below:

By ~~██████████████████~~ submit application specifying position for which you are applying for send to:

Ricardo Nevilles
Centro Cultural Chicano
1800 Olson Mem, Hwy.
Mpls, MN 55411

DEADLINE: Nov. 30th 1979

Applicants meeting criteria will be contacted for interview. For more info. call

374-2996

CENTRO CULTURAL CHICANO

BOARD OF DIRECTORS

PUBLIC RELATIONS COMMITTEE - JOB DESCRIPTION
CHAIRPERSON

OBJECTIVE: To promote all areas of Centro Cultural Chicano, to generate public interest and awareness.

RESPONSIBLE TO: The Board Chairperson of Centro Cultural Chicano.

RESPONSIBILITIES:

1. Chair the Centro Cultural Chicano Public Relations Committee.
2. Cooperatively with the staff Public Relations person, prepare monthly agenda and notify members of date, time and place of Public Relations meeting.
3. Develop a master plan for the promotion of Centro Cultural Chicano.
4. Appoint a recorder to take and maintain minutes and to forward minutes to the office in time to be included in the monthly packet to the Board.
5. Work cooperatively with the Public Relations staff person and the Executive Director.
6. Attend monthly Board meetings.
7. Attend annual and continuous Board training.
8. Recruit committee members and negotiate commitment and participation in the activities and projects of the committee.
9. Seek and arrange for volunteer "expertise" in public relations from the community at-large.
10. Keep updated work performance data on members of the committee.
11. Other duties as assigned by the Board Chairperson.

CENTRO CULTURAL CHICANO

BOARD OF DIRECTORS

MEMBERSHIP COMMITTEE CHAIRPERSON - JOB DESCRIPTION

OBJECTIVE: To seek out and provide competent community people who will serve on the Centro Cultural Chicano Board of Directors.

RESPONSIBLE TO: The Chairperson of Centro Cultural Chicano.

RESPONSIBILITIES:

1. Maintain data on current Board members and factors affecting tenure and turnover.
2. Constantly be aware of potential candidates.
3. Call and chair meetings as deemed necessary.
4. Search and recruit new people to fill positions as they become available.
5. Present slate of officers at annual meeting and provide short resume on each candidate.
6. Attend annual and continuous Board training.
7. Other duties as may be assigned by the Chairperson.

CENTRO CULTURAL CHICANO

BOARD OF DIRECTORS

FINANCE COMMITTEE CHAIRPERSON - JOB DESCRIPTION

OBJECTIVE: To provide direction and leadership to the Finance Committee in carrying out the fiscal responsibilities of Centro Cultural Chicano.

RESPONSIBLE TO: The Chairperson of the Board of Directors.

RESPONSIBILITIES:

1. Finance Committee
 - A. Serves as committee chairperson responsible for scheduling monthly meetings.
 - B. Assures that committee sets goals and objectives in accordance with Centro Cultural Chicano goals and objectives establishing time-table for implementation.
 - C. Cooperatively with the Executive Director prepares monthly agenda for Board.
 - D. Appoint a recorder to take minutes and assure that these minutes are sent to Centro Cultural Chicano office on or before the 1st Wednesday of every month.
 - E. Submit annually the Finance Committee roster to Board chairperson no later than 10 days before the first Board meeting of the new fiscal year.
 - F. Reports Finance Committee action to the Board of Directors.
 - G. Keeps updated records on job performance of Finance Committee members.
2. Budgeting
 - A. Works with the treasurer and Executive Director in preparing proposed and revised agency budgets, for presentation to the funding sources.
 - B. Seeks committee approval of budgets prior to presentation to the Board of Directors.
3. Fundraising
 - A. Seeks committee endorsement and Board approval for any fundraising events, activities or programs. Appoints Fundraising chairperson. Receives bids and recommends to the Board of Directors product companies to be contracted for sale. Reviews fundraising programs and activities and reports results to the Board of Directors.
 - B. Presents fundraising requests to the Finance Committee for their approval/disapproval.
 - C. Assists in presentations, if necessary, to funding sources.
4. Financial Control
 - A. Works with the Treasurer, Executive Director and bookkeeper by monitoring financial statements and presenting financial reports to the Finance Committee and the Board of Directors.
 - B. All non-budget expenditures in excess of \$500.00 must have the approval of the Finance Committee and be authorized by the Board of Directors. The Finance Committee has authorization to approve non-budget items up to \$499.00 without Board of Directors approval.
 - C. Any non-budget item expenditures of \$500.00 or more must have at least three (3) estimates.
5. Other duties as may be assigned by the Board of Directors Chairperson.

Members -
Audit -

Bookkeeper + Auditor

5:00 PM - 8-80

Report of audit -

4890 expenditures

JOB ANNOUNCEMENT

Position: Secretary

Qualifications: Must have previous secretarial experience or efficient office maintenance skills.

Should type 40-60 w.p.m. accurately.

Some bookkeeping experience helpful, but not necessary.

Verbal and written communication ability in spanish and english (bilingual/bicultural)

Must use phone contacts efficiently.

Duties & Responsibilities: Transcribes letters, memos, other material from copy or rough draft.

Proofreads all material typed.

Develop and maintain workable and feasible filing sytem.

Filing all correspondence, reports, proposals, etc.

Sets up schedules for meeting, clients, appointments, etc.

Answers and screens all phone calls with proper office ettiquette and log all calls taken.

Acts as a receptionist .

Performs other duties as required.

Salary: \$7,200. Annually,

APPLICATION PROCEDURE:

Applications may be picked up at address below:

By April 20, 1979 submit application specifying position for which you are applying for send to:

Ricardo Nevilles
Centro Cultural Chicano
1800 Olson Mem, Hwy.
Mpls, MN 55411

DEADLINE April 20th, 1979

Applicants meeting criteria will be contacted for interview. For more info. call

374-2996

JOB ANNOUNCEMENT

Position: Research Associate

Qualifications: A Masters Degree in Public Affairs or related field, and at least one (1) year of research experience.

A Bachelor of Arts Degree in Public Affairs or related field, and at least two (2) years of research experience in this field.

High communication skills and abilities both verbal and written.

Equivalent combination of education and experience.

Bilingual/bicultural person preferred.

Duties: Performs research work in developing, analyzing, planning, and evaluating data as it relates to program operations.

Prepares written and narrative reports based on analysis of data.

Will develop mechanisms for evaluating program objectives.

Will assist Executive Director in researching sources of funding through federal, state, county, etc.

Will provide research material for proposals to be submitted for various programs.

Carries out other duties and functions as required by the project.

APPLICATION PROCEDURE:

Applications may be picked up at address below

By April 20, 1979 submit resume and letter of application specifying position for which you are applying send to

Ricardo Nevilles
Centro Cultural Chicano
1800 Olson Mem. Hwy.
Minneapolis, MN 55411

Applicants meeting criteria will be contacted for interview. For more info, call :
374-2996

DEADLINE: APRIL 20, 1979

CENTRO CULTURAL CHICANO

OPENING:

FULL TIME POSITION

Position: Secretary

Description:

Secretary:

Must be able to use office equipment;
Must be able to type, file, and have knowledge of record keeping;
Receptionist;
Will organize and maintain the project office: (including files, correspondence, telephone contacts and budget arrangements);
Will deal with written and spoken English and Spanish appropriate to the community contacts.

Qualifications:

- Must agree with the philosophy and the goals of Centro Cultural Chicano.
- Must have general office practice abilities.
- Must be Spanish/English bilingual-bicultural;

Salary:

6,000 - 7,200 depending on education and experience

Application procedure: By ^{11-12-76 8 PM} ~~October 20, 1976~~ send resume plus letter of application specifying position for which you are applying to.

Centro Cultural Search Committee
c/o Richard Gomez
1927 Upton N.
Minneapolis, Minnesota 55411

Applicants meeting criteria will be contacted for interview.

For more information: Call (612) 588-4709

Deadline: Wednesday October 20, 1976.