

Senior Coordinator for New Clevelanders: position responsibilities and breakdown

30%	<ul style="list-style-type: none"> <li>- Regional interfacing (with regional efforts, including Refugee Services Collaborative; with county; and at executive level with orgs in this space)</li> <li>- International affairs (diplomatic meetings, consular relations, Sister Cities)</li> <li>- Crisis management (Afghanistan, Hurricane Ivan, Puerto Rico)</li> </ul>
30%:	<ul style="list-style-type: none"> <li>- Community work (city services to one stop shop; rec center programming; working with Newcomer Navigators)</li> </ul>
25%:	<ul style="list-style-type: none"> <li>- City Hall internal work and advocacy (language access; 311 bilingual)</li> </ul>
15%	<ul style="list-style-type: none"> <li>- Longer-term strategic development: <ul style="list-style-type: none"> <li>o What are the small business needs for immigrants looking to start their own?</li> <li>o How to facilitate H1-B communities in the Cleveland, vs the suburbs?</li> <li>o Is there a major Sister Cities play that would tangibly benefit the City?</li> <li>o What is a population growth strategy that involves attracting newcomers?</li> </ul> </li> </ul>