



<b>Position Title:</b>	Citizenship Coordinator	<b>Job Code:</b>	0710
<b>Reports To:</b>	Program Manager	<b>Job Group:</b>	PENC
<b>Department:</b>	REVEST	<b>Salary Grade:</b>	13
<b>Prepared By/Date:</b>	Jennifer C. Brito/03-20-2006	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Eduardo Chavez/03-20-2006		
<b>Revised:</b>	Jennifer C. Brito/04-30-2009		

**Summary:**

The Citizenship Program Coordinator is responsible for ensuring that Program areas recognize the special needs of the participants and that their needs are met.

**Essential Duties and Responsibilities:**

- Assures compliance with Program goals and proper maintenance
- Updates forms and Program literature available to applicants
- Supervises and coordinates orientation, testing and registration activities
- Serves as liaison between Program and MDC Program administrators
- Works with Intake Assessment staff
- Oversees the database on Program participants
- Assists in the preparation of all reporting requirements and reports
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Must be computer literate
- Must possess excellent oral and written communication skills
- Fluent in English, Spanish and/or Creole is desirable given the target population
- Excellent interpersonal skills

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in appropriate field, Social Science, English, Education and four (4) years of related experience in teaching and/or educational administration.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name