



**Position Title:** Executive Director, Center for Latin American and Caribbean Initiatives  
**Reports To:** College President  
**Department:** Office of the College President  
**Prepared By/Date:** Eduardo Padrón/7-7-2010  
**Approved By/Date:** Eduardo Padrón/7-8-2010  
**Revised:** Jennifer C. Brito/7-8-2010

**Job Code:** 0812  
**Job Group:** PEC  
**Salary Grade:** 18  
**FLSA Status:** Exempt

**Summary:**

The Director for the Center for Latin American and Caribbean Initiatives (CLACI) at Miami Dade College directs, plans, organizes, and coordinates programs and projects that support the goals of the Center.

**Essential Duties and Responsibilities:**

- Develops and initiates the annual work plans that detail the goals and objectives of the Center.
- Collaborates with appropriate faculty and staff of the College, the Consular Corps of Miami, and other organizations in the United States and region to organize lectures, conferences, cultural, and educational programs that facilitate a greater understanding and enhanced cooperation among the College community and the peoples of the region.
- Promotes community engagement and successful and innovative educational and cultural programming.
- Markets the CLACI to various communities, enacting cultural programming, and achieving active engagement in CLACI activities by these communities.
- Collaborates with the CLACI Advisory Committee and with MDC campuses and offices.
- Leads the Initiative, including planning and implementing activities, administrative and budgetary management, which includes operating the CLACI in compliance with MDC requirements (such as annual reports, budget, and activities).
- Conducts fund raising which includes external grants.
- Serves on MDC and external committees/task forces.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- In-depth knowledge of Latin American and/or Caribbean culture, history and current issues
- Knowledge/experience in constituency development
- Knowledge/experience as faculty or staff member in a US higher education institution
- Knowledge/experience in direct fund raising and grant writing
- Senior management, business organization, and leaderships skills
- Strong personal skills, public speaking skills, and the ability to communicate effectively with a wide range of individuals and constituencies in diverse local, regional and international communities
- Multilanguage skills and ability to conduct business in various languages.
- Innovation and creativity
- Ability to work in a multi-cultural/multi-ethnic environment with faculty, staff ad students
- Ability to work a flexible schedule that may include evening and weekend assignments

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions 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 reach with hands and arms; and talk or hear. The employee is regularly required to stand and walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. 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.

- Doctorate degree or equivalent in related field and academic training in Latin American and Caribbean studies.
- Experience includes the majority of the following: Initiating, developing, executing, and evaluating programs in educational and/or non-profit settings; administration and supervision; interaction with senior official and/or community leaders; budget development and management; and demonstrated proficiency in event planning and/or cultural programming.
- Experience in developing Latin American and/or Caribbean Language programs in academic institutions or in the private sector.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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