



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Program Coordinator

An Equal Opportunity Employer

The City of Hamtramck is seeking qualified candidates for a part-time position of Program Coordinator.

Job Description Summary:

The Program Coordinator reports to the City Clerk and is responsible for coordinating Hamtramck's Bengali Language Election Program. The office is located in City Hall at 3401 Evaline Street, Hamtramck, MI 48212. This is a part-time position and hours worked will be as needed in preparation for and during election periods.

Essential Duties and Responsibilities:

- Coordinate and review the translation of ballots and other election information.
- Develop and oversee effective election information publicity in minority language publications and venues, including drafting announcements, selecting appropriate minority language media for notices and announcements, and placing notices and announcements for publication or presentation at venues.
- Recruit Bengali-speaking election workers, assess language proficiency of poll workers and interpreters, assist the City Clerk in training Bengali-speaking bilingual poll workers and interpreters on election terminology in Bengali, and how to interpret the ballot, voting instructions, and other election related information.
- Establish and chair an Advisory Group to provide the City Clerk with information and assistance about how best to provide election related materials and assistance to Bengali-speaking communities, including advice on recruitment of election workers and the completeness and accuracy of election information translations.
- Invite participation in the Advisory Group from interested individuals and organizations who work with or serve the relevant minority language community.
- Provide notice of meetings to Advisory Group members and reports and meeting minutes to the Advisory Group members and the City Clerk.
- Work with the City Attorney to ensure legal compliance with election mandates and orders.
- Other duties assigned by the City Clerk and City Manager.

Required Knowledge, Skills, and Abilities:

- Must be able to understand, speak, write, and read fluently both in English and in the Bengali dialects used in Hamtramck.
- Familiarity with state and federal election law is preferred.
- Skilled in the use of a personal computer with word processing and other software packages; in writing reports and creating publicity and announcements.

Education and Experience:

- Minimum Associate's Degree (or equivalent) from a certified university or college in the United States or Bangladesh.
- Five (5) years related work experience.

Pay rate: Starting pay \$20.00 per hour depending on experience.

Application Process: Download application at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx>. Return completed application and resume by email to hr@hamtramckcity.com. Position open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.