



## Duet | Bilingual Program Coordinator, Meaning & Hope Institute

### Position Description

<b>Last Updated:</b>	January 5, 2024
<b>Title:</b>	Bilingual Program Coordinator, Meaning & Hope Institute
<b>Supervisor:</b>	Program Director, Meaning & Hope Institute
<b>Position Description &amp; Scope of Work:</b>	<p>This full-time, 40-hour per week position, will support the Meaning &amp; Hope Institute, a program of Duet: Partners In Health &amp; Aging. The Institute is dedicated to connecting family caregivers of individuals with dementia and other cognitive impairments to vitally needed services, including <i>Finding Meaning and Hope (FM&amp;H)</i>, a facilitator guided discussion series designed to teach self-care concepts that bolster caregiver well-being.</p> <p>The bilingual program coordinator position will have a primary focus of developing new and existing partnerships with community-based organizations and public agencies, with a special focus on outreach efforts to family caregivers in Hispanic and Latino communities. Individuals who enjoy relationship building and project coordination, and who want to be part of a compassionate approach to supporting vulnerable and underserved populations, will excel in this role as part of the Duet team.</p> <p>As with all Duet staff, this position strives at every opportunity to promote organizational goals and values.</p>
<b>Key Skills Requirements and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Outreach to family caregivers in underserved Hispanic and Latino communities and connect them to support services.</li> <li>2. Establish and cultivate new relationships with community-based organizations engaged with Hispanic and Latino family caregivers.</li> <li>3. Provide resources and referral services to Spanish-speaking family caregivers and other Duet service recipients.</li> <li>4. Facilitate in-person and virtual presentations and programs.</li> <li>5. Onboard volunteer facilitators and assist with program coordination.</li> <li>6. Maintain positive relationships with program partners and facilitators.</li> <li>7. Prepare print and digital materials in Spanish and English including updating flyers, emails, and website content.</li> <li>8. Enter and track data in agency database and other systems.</li> <li>9. Promote a culture of philanthropy at Duet.</li> <li>10. Carry out additional duties and initiatives as assigned.</li> </ol>
<b>Highest Priority Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Compassionate and self-aware.</li> <li>▪ Flexible and patient.</li> <li>▪ Culturally competent and inclusive of diverse backgrounds.</li> <li>▪ Willingness to learn and grow.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Reliable and self-directed; demonstrates initiative and resourcefulness.</li> <li>▪ Ability to manage time well and handle multiple projects concurrently.</li> <li>▪ Ability to problem solve, plan, organize and carry out activities, as well as to monitor progress in reaching goals.</li> <li>▪ Excellent written and interpersonal communication skills.</li> <li>▪ Commitment to Duet’s mission, vision, values, and guiding principles.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills in Spanish and English.</li> <li>▪ Experience with and extremely comfortable utilizing computers and related technology; expert skills in Microsoft Office (Word, Excel, Outlook, etc.)</li> <li>▪ Post-secondary education preferred.</li> <li>▪ Able to lift 30 pounds.</li> <li>▪ Ability to drive occasionally for work-related functions with mileage reimbursement provided.</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Flexible work environment</li> <li>• Health and life insurance</li> <li>• Retirement plan contributions</li> <li>• Vacation, sick, personal, and holiday time off</li> <li>• Mileage reimbursement</li> </ul>
<b>About Duet:</b>	<p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.</p>
<b>Work Location:</b>	<p>10000 N 31<sup>st</sup> Ave, Suite D200 Phoenix, AZ 85051</p> <p>Duet has a hybrid work environment.</p>

\* This position is funded for one year with a goal to make it permanent.

**To apply, email resume with cover letter to:**

Celeste Plumlee  
Program Director, Meaning & Hope Institute  
Duet: Partners In Health & Aging  
plumlee@duetaz.org