[MS-0087.002.010.006]

PROJECT YES

ANNOUNCES RECRUITMENT FOR

OPENING DATE: JULY 5, 1974
CLOSING DATE: JULY 19, 1974

POSITION: PROJECT YES COORDINATOR FOR COMMUNITY RESOURCES AND MULTI-ETHNIC CULTURE CENTER

DUTIES:

The Community Resources and Multi-Ethnic Cultural Center Coordinator will work under the supervision of the Executive Board and Project Administrator. This Project YES Coordinator will facilitate information flow linking cultural activities and resources between the community and the schools. This person will develop the center to provide knowledge of different ethnic studies and human relations program through the following activities:

1. Maintain and update community resources through a directory of organizations and individuals.

2. Provide information of resource persons to participate on a speakers bureau and/or panel discussion on multi-cultural backgrounds.

3. Develop instructional material resources.

4. Assist in the development of in-service training for administrators, faculty, students and community members.

DESCRIPTION OF PROJECT YES:

Our Project YES has three basic components: (1) Our Community support for the LEA proposal is designed to interphase the community agency resources with the educational needs of the school district in the following areas--Human Relations; Intergroup Education; Guidance; Social/Multi-Ethnic Study Skills, Knowledge and Concept Improvement; Language and Mathematics; and Pilot Projects. (2) The Community Resource Services will establish a multicultural information bank to provide the community agencies and target schools with information about professional talent and community resources. These items will be identified, their services described and appropriate individuals listed for the convenience of the user. In addition, pertinent information and materials will be catalogued and appropriate speakers-performers identified. (3) Operation RAPPORT will bring the community leaders and educational leaders to a better understanding of the human relations aspects of desegregation. It will design programs to facilitate effective communication between the school district and the community which it serves. Procedures for reporting significant events that affect the community will be developed to insure the free and complete flow of information.

REQUIREMENTS:

Education: Graduation from an accredited four (4) year college or university. Suggested fields of study are public administration, human relations, education, social welfare, and counseling. For each year of college study lacked, applicants may substitute one year of additional experience as described below:

POSITION: PROJECT COORDINATOR FOR COMMUNITY RESOURCES AND

MULTI-ETHNIC CULTURE CENTER

Experience: Preferably two (2) years minimum experience in one or more of the following areas: human relations and/or intergroup education, work with a multi-ethnic program, community organization, teaching, program design.

DESIREABLE CHARACTERISTICS: (1) Ability to motivate and involve community members as participants and resources for programs; (2) Awareness of the many cultures making up San Diego; (3) Familiarity with the San Diego Unified School District; (4) Conference planning and coordination skills; (5) Knowledge of the various community organizations; (6) Bilingual ability (Spanish/English) desireable.

SELECTION PROCESS:

1. A Personnel Committee from the Executive Board will screen written applications.

2. An oral interview will be conducted by a sub-committee of the Project YES Executive Board.

3. Final applicants will be interviewed by the total Project YES Executive Board with concurrance of the HRC Director.

WHERE TO APPLY: SAN DIEGO COUNTY HUMAN RELATIONS COMMISSION
3730 Fifth Avenue
San Diego, California 92103

PHONE: 299-2840

HOW TO APPLY:

Submit an application to the HRC Office. Each applicant that advances to Step II of the selection procedure will be asked for a writing sample which will include: (1) How they perceive the function of the Project YES Coordinator; and, (2) The applicants reason for wanting the position.

SALARY: $10,800 annually

CONTRACT: For one year

AN EQUAL OPPORTUNITY EMPLOYER

PROJECT YES

ANNOUNCES RECRUITMENT FOR

POSITION: PROJECT YES COORDINATOR FOR OPERATION RAPPORT

OPENING DATE: JULY 5, 1974
CLOSING DATE: JULY 19, 1974

DUTIES:

Under the direction of the Project YES Executive Board and Program Administrator, the Coordinator will work with the community members and the school system to plan and implement the following activities:

1. Design programs to facilitate effective communication with the school district and the community which it serves, including procedures for reporting by the school administration significant events that affect the community.

2. Conduct Human Relation Workshops between community, LEA leaders and the school board focusing on the need for free flow of information to the parents of target school students.

3. Establish a public information service which would cooperate with the school districts information officer.

4. Establish a procedure for feed-back from students and the various community groups and agencies, in order to supply Project YES and the school district with a reliable medium of complete communication.

5. Establish a Rumor Control Center which would function as a "hot line" to defuse damaging misinformation among the project community and school district.

DESCRIPTION OF PROJECT YES:

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POSITION: PROJECT YES COORDINATOR FOR OPERATION RAPPORT

REQUIREMENTS:

Education: Graduation from an accredited four (4) year college or university. Suggested fields of study are: education, communications, journalism, and public information. For each year of college study lacked, applicants may substitute one year of additional experience as described below:

Experience: Preferably two (2) years minimum experience in one or more of the following areas: human relations training, teaching, community organizations, program design, work in a multi-ethnic program, work in journalism and/or public information services.

DESIREABLE CHARACTERISTICS: (1) Ability to motivate and involve community members as participants and resources for programs; (2) Awareness of the many cultures making up San Diego; (3) Familiarity with the San Diego Unified School District; (4) Conference planning and coordination skills; (5) Knowledge of the various community organizations; (6) Bilingual ability (Spanish/English) desireable.

SELECTION PROCESS:

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SALARY: $10,800 annually

CONTRACT: For one year

AN EQUAL OPPORTUNITY EMPLOYER

PROJECT YES

ANNOUNCES RECRUITMENT FOR

OPENING DATE: JULY 5, 1974
CLOSING DATE: JULY 19, 1974

POSITION: PROJECT YES COORDINATOR FOR SCHOOL/COMMUNITY ACTIVITIES

DUTIES:

Under the direction of the Project YES Executive Board and Program Administrator the Coordinator will work with community members and the school system to plan and implement the following activities:

1. A comprehensive human relations training program for school administrators, faculty, students and community members.

2. The coordination and support of school intercultural and ethnic education programs needed by the school districts.

3. Cooperation with the school district on the design, implementation and evaluation of educational enrichment programs developed to create quality integrated education in the San Diego Schools.

DESCRIPTION OF PROJECT YES:

Our Project YES has three basic components: (1) Our Community support for the LEA proposal is designed to interphase the community agency resources with the educational needs of the school district in the following areas--Human Relations; Intergroup Education; Guidance; Social/Multi-Ethnic Study Skills, Knowledge and Concept Improvement; Language and Mathematics; and Pilot Projects. (2) The Community Resource Services will establish a multicultural information bank to provide the community agencies and target schools with information about professional talent and community resources. These items will be identified, their services described and appropriate individuals listed for the convenience of the user. In addition, pertinent information and materials will be catalogued and appropriate speakers-performers identified. (3) Operation RAPPORT will bring the community leaders and educational leaders to a better understanding of the human relations aspects of desegregation. It will design programs to facilitate effective communication between the school district and the community which it serves. Procedures for reporting significant events that affect the community will be developed to insure the free and complete flow of information.

REQUIREMENTS:

Education: Graduation from an accredited four (4) year college or university. Suggested fields of study are public administration, human relations, education, social welfare, and counseling. For each year of college study lacked, applicants may substitute one year of additional experience as described below:

Experience: Preferably two (2) years minimum experience in one or more of the following areas: human relations and/or intergroup education, work with a multi-ethnic program, community organization, teaching, program design.

POSITION: PROJECT YES COORDINATOR FOR SCHOOL/COMMUNITY ACTIVITIES

DESIREABLE CHARACTERISTICS: (1) Ability to motivate and involve community members as participants and resources for programs; (2) Awareness of the many cultures making up San Diego; (3) Familiarity with the San Diego Unified School District; (4) Conference planning and coordination skills; (5) Knowledge of the various community organizations; (6) Bilingual ability (Spanish/English) desireable.

SELECTION PROCESS:

1. A Personnel Committee from the Executive Board will screen written applications.

2. An oral interview will be conducted by a sub-committee of the Project YES Executive Board.

3. Final applicants will be interviewed by the total Project YES Executive Board with concurrance of the HRC Director.

WHERE TO APPLY: SAN DIEGO COUNTY HUMAN RELATIONS COMMISSION
3730 Fifth Avenue
San Diego, California 92103

PHONE: 299-2840

HOW TO APPLY:

Submit an application to the HRC Office. Each applicant that advances to Step II of the selection procedure will be asked for a writing sample which will include: (1) How they perceive the function of the Project YES Coordinator; and, (2) The applicants reason for wanting the position.

SALARY: $10,800 annually

CONTRACT: For one year

AN EQUAL OPPORTUNITY EMPLOYER

PROJECT YES

ANNOUNCES RECRUITMENT FOR

OPENING DATE: JULY 5, 1974
CLOSING DATE: JULY 19, 1974

POSITION: PROJECT YES ADMINISTRATOR

DUTIES:

The Project YES Administrator is responsible for the coordination and over-all operation of the Project; staff training and supervision; and public relations. The Administrator will develop a budget for approval by the Executive Board and will assist the San Diego County Human Relations Commission, which is the Project's umbrella agency, in the monitoring of the disbursement of the federal funds. Additional responsibilities include: communication between the Project YES Directors, ESAA Executive Board and Advisory Committee, the HRC and the Local Education Agency (LEA), intra-staff communication, cooperating with the evaluation process, assisting individual projects in the preparation of the reports and proposals for additional grants and funds. The Administrator will hire supportive staff.

DESCRIPTION OF PROJECT YES:

Our Project YES has three basic components: (1) Our Community support for the LEA proposal is designed to interphase the community agency resources with the educational needs of the school district in the following areas--Human Relations; Intergroup Education; Guidance; Social/Multi-Ethnic Study Skills, Knowledge and Concept Improvement; Language and Mathematics; and Pilot Projects. (2) The Community Resource Services will establish a multicultural information bank to provide the community agencies and target schools with information about professional talent and community resources. These items will be identified, their services described and appropriate individuals listed for the convenience of the user. In addition, pertinent information and materials will be catalogued and appropriate speakers-performers identified. (3) Operation RAPPORT will bring the community leaders and educational leaders to a better understanding of the human relations aspects of desegregation. It will design programs to facilitate effective communication between the school district and the community which it serves. Procedures for reporting significant events that affect the community will be developed to insure the free and complete flow of information.

REQUIREMENTS:

EDUCATION: Graduation from an accredited four (4) year college or university. Suggested fields of study are: business administration, public administration, human relations, education, and social welfare. For each year of college study lacked, applicants may substitute one year of additional experience as described below:

EXPERIENCE: Preferably two (2) years minimum qualifiable experience in two of the following areas: intergroup relations, management; work with various ethnic groups, teaching, community involvement, administration of a public program, administration of a multi-ethnic program, bilingual desireable, experience with federally funded programs.

DESIREABLE CHARACTERISTICS: (1) Ability to communicate well, relate to people, organize groups, set priorities and work with various ethnic groups; (2) Commitment to the Project's goals; (3) Knowledge of San Diego programs, people, and of the government's role in education; (4) A valid California driver's license.

SELECTION PROCESS:

Step I - A Personnel Committee will screen the written applications. Only those having demonstrated outstanding ability will be passed on to the next step.

Step II - An oral interview will be conducted by three separate committees made up of the Project YES committee groups of the applicants knowledge, interest, and general ability requisite to the successful performance of the duties and responsibilities of the position.

Step III - A final interview will be conducted by the ESAA Executive Board and the Advisory Committee, HRC Executive Director and the HRC/HEW Officer. The candidate judged overall most outstanding will be appointed to the position.

WHERE TO APPLY: SAN DIEGO COUNTY HUMAN RELATIONS COMMISSION
3730 Fifth Avenue
San Diego, California 92103

PHONE: 299-2840

HOW TO APPLY: Along with the application, each candidate must submit a typewritten statement of not more than 2,000 words describing in adequate detail:
1. How the applicant conceives the basic function of a Project Administrator for Project YES.

2. The applicant's reason for wanting the position.

SALARY: $15,000 annually

CONTRACT: For one year

AN EQUAL OPPORTUNITY EMPLOYER

LA MESA, CA 92041
JUL 11 1974
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3730 FIFTH AVENUE
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