



La Crosse Area Hmong Mutual
Assistance Association, Inc. (HMAA)

Position Title: Education and Outreach Assistant

Reports to: Education Outreach Coordinator

Position Summary:

Under direct supervision of the Education and Outreach Coordinator (EOC), this position will provide assistance with the EOC programs and projects, particularly youth and elders programming. The assistant will assist in creating a culturally and community responsive environment for youth by running, and assisting with, youth and elders programs and projects, by assisting with transportation, and by advocating for youth and elders. In addition, this position will assist with outreach efforts and programs by the EOC and HMAA. This position will help support, oversee, and coordinate direct services and programs for youth and elders on a daily basis and assist the EOC with grants preparation or programs designed to advance and improve youth services.

Qualifications:

The candidate must have strong organizational and interpersonal skills. She/he must be able to communicate effectively and work collaboratively with Hmong and non-Hmong youth, elders, staff, volunteers and community members. It is important that the candidate possess some verbal and written Hmong language skills as well as experience working with youth and elders.

Hours/Pay:

This is a 20 hour part-time contract position beginning October 26, 2011 and ending March 30, 2012, with the possibility of continuation. The ability to work flexible hours is necessary, with the majority of hours to be worked Tuesdays through Thursdays. Beginning salary rate is \$9.00/hour.

Basic Functions:

Responsibilities:

1. Assist Education and Outreach Coordinator with program development
2. Oversee and coordinate youth and elders programming
3. Provide transportation and support for youth and elders programs
4. Assist with outreach trainings and other projects
5. Assist with writing reports and maintaining organizational structure
6. Develop appropriate relationships with individual youth and elders

Qualifications:

Required: Experience working with youth and elders, in either formal or informal settings including family settings.

Skills/Knowledge:

- Must have high degree of organizational and problem solving skills
- Must work well with many different people
- Must be flexible with plans and expectations
- Must possess ability to maintain confidentiality
- Must possess ability to maintain composure in frustrating situations or relationships
- Must be able to work independently and in large group settings
- Must be able to exhibit creativity in helping clients find resources

- Must possess ability to work sensitively and respectfully with diverse populations (must have a high level of respect for people, policies and processes)
- Prefer ability to read and write the Hmong language
- Must possess ability to prioritize, meet, and execute project goals with a sense of urgency
- Must exhibit excellent telephone etiquette, oral and written communication, and organizational skills
- Must possess desire to learn and grow professionally
- Must exhibit general computer skills: Office Suites

Other Responsibilities and Requirements:

1. Own reliable transportation
2. Hold a valid driver license and vehicle insurance
3. Maintain a clean, organized and comfortable environment within the organization.
4. Perform other duties as assigned by Education Outreach Coordinator.

Physical Demands:

1. Work with frequent interruptions
2. Lift up to approximately 20 pounds and occasional lifting of more may be required
3. Bending, stooping, reaching, twisting, typing and grasping
4. Driving an automobile with or without passengers
5. Verbal communication skills required for expressing or exchanging information by means of the spoken word
6. Hearing required to receive information at normal spoken word levels
7. Visual acuity is required for monitoring grants and reading other materials
8. Moderate, casual exposure to bacteria and communicable diseases
9. Possible occasional exposure to physical risk

Environmental Factors:

1. Work is normally performed in an office and/or residential setting, not limited to the organization facility
2. Multiple constant interpersonal interactions including speaking and hearing within an office environment

If interested please submit a resume, cover letter, and 3 professional references to:

Xong Xiong, Executive Director
 1815 Ward Ave.
 La Crosse, WI 54601
 Or xong79@gmail.com

Incomplete applications will not be considered.

Deadline for application is 10/14/2011. For more information on this employment opportunity please visit our website at www.lacrossehmaa.org or you can direct your questions and concerns to Xong Xiong at 608-781-5744.

Additional Responsibilities

Complete other duties as designated by the Executive Director and must be able to work varying hours as needed, including possible evenings and weekends.