



JOB ANNOUNCEMENT ADMINISTRATIVE SUPPORT COORDINATOR (FULL-TIME, 40 HRS/WEEK, WITH BENEFITS)

JOIN THE HAWA FAMILY!

Please email resume and cover letters to: see@hawamke.org.

Feel free to call our Director of Advocacy, See Moua at 414-930-9352 or email: see@hawamke.org for any additional questions about the position.

HAWA's mission is to advocate for social justice within the Hmong and Southeast Asian community through collective and inclusive action. We envision a world where all of our Southeast Asian families in Milwaukee can live in a community that is free from violence. We are proud to be a Hmong/Southeast Asian/LGBTQ-women led grassroots social justice organization in Milwaukee.

POSITION SUMMARY

HAWA seeks to hire a DYNAMIC FULL-TIME Administrative Support Coordinator that will assist our HAWA team with clerical, data and walk-in client support. We desire someone who has incredible organizational skills, as well as communication skills, a strong desire to serve their community, and a dedication to advocacy work that improves the lives of Southeast Asian women and girls.

START DATE FOR POSITION: ASAP UNTIL POSITION IS FILLED.

SOME RESPONSIBILITIES INCLUDE

- Greet clients and answer phone calls
- Assist drop-in clients, or assist clients over the phone
- Assist with light human resources paperwork for staff
- Keep the office organized and efficient
- Assist HAWA staff as needed
- Assist with HAWA programs and outreach
- Assist with data-tracking and program reports

QUALIFICATIONS INCLUDE

- Commitment to HAWA's work and to social justice
- Fluent in English, bilingual/bi-literate in Hmong
- Very strong organizational skills
- Strong written, verbal, and interpersonal communication skills
- Basic computer skills such as typing, internet, and Microsoft Office
- Ability to work well in a team and independently with minimal supervision
- Access to reliable transportation