



Hmong American Women's Association

3727 W National Ave., Milwaukee, WI 53215  
T: 414.930.9352 | F: 414.930.9354 | E: staff@hawamke.org

www.hawamke.org

## **JOB ANNOUNCEMENT YOUTH PROGRAM ASSISTANT (PART-TIME, 20-25 HRS/WEEK, NO 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 part-time Youth Program Assistant that will assist our HAWA team with our existing youth programming. We desire someone who has incredible organizational skills, is extremely well-organized and has incredible communication skills, and a strong desire to serve Southeast Asian youth.

START DATE FOR POSITION: ASAP UNTIL POSITION IS FILLED.

### **SOME RESPONSIBILITIES INCLUDE**

- Coordinate transportation pick up and drop off for HAWA youth for evening programming Monday through Thursday
- Coordinate and prepare food for youth during programming sessions
- Assist Youth Prevention Coordinator and Youth Advocate with program support
- Assist other HAWA staff with programming support as needed
- Assist with HAWA programs and outreach

### **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
- Valid Driver's License and comfortable driving a 12 passenger van
- Must have flexibility to work evenings and weekends
- Must have demonstrated history working with youth

3727 W National Ave., Milwaukee, WI 53215  
T: 414.930.9352 | F: 414.930.9354 | E: staff@hawamke.org  
www.hawamke.org