



Job Announcement Communications Coordinator

Hmong American
Women's Association
3030 W. Highland Bld.
Milwaukee, WI 53208

(PART-TIME, 20hrs/Week)

JOIN THE HAWA FAMILY!

Please email resume &
cover letter to
kathy@hawamke.org

HAWA's mission is to organize Southeast Asian Women, Girls, Queer and Trans people to champion gender justice and collective liberation. We envision a world where all Southeast Asian Women, Girls, Queer and Trans people are free from injustice. We are proud to be a Hmong/Southeast Asian women and Queer-fem led grassroots social justice organization in Milwaukee.

**Southeast Asian
Women, and
Queer/Trans Womyn
are highly encouraged
to apply.**

HAWA is committed to ensuring equal opportunity in employment. HAWA, Inc. believes that no qualified person should be discriminated against on the basis of race, national origin, gender, age, marital status, religious belief, handicap, or sexual orientation.

POSITION SUMMARY

HAWA is currently seeking a part-time Communications Coordinator that can support our HAWA social media content, Newsletters, and photo documenting our events and programs. We are looking for candidates who have a deep passion for serving community members, and who have experiences with social media content and planning, event planning, and photography.

Candidates who have knowledge and understanding of issues that impact Hmong/Southeast Asian women, girls, Queer and Trans folks is a PLUS. We desire candidates that also support and champion HAWA's mission and vision.

START DATE FOR POSITION: AS SOON AS POSSIBLE

CORE RESPONSIBILITIES INCLUDE:

- Create and share HAWA's outreach and civic graphics for social media posts, includes monthly theme observances and awareness
- Lead and support with Outreach, Civic Engagement and Fundraising Campaigns
- Gather program and event email updates for HAWA's monthly Movement Newsletter, Building Power Base and Volunteer networks
- Photo document and assist HAWA's internal and external programming and special events
- Support and sustain existing and new community partnerships
- Participate in Political Education trainings, and gender/LGBTQIA+ Training

QUALIFICATIONS

- Basic knowledge of reading and writing Hmong and English
- Possess very strong attention to detail and strong organizational skills
- Strong ability to work independently and be a self-starter in prioritizing work tasks
- Strong teamwork player
- Strong ability to manage and multi-task efficiently and meet work deadlines
- Ability to learn quickly, take direction from leadership, adapt, and problem solve
- Strong verbal and written communication/marketing skills
- Ability to be flexible with schedule
- Basic knowledge of Canon DSLR cameras and Canva
- Possess creativity and have an eye for art and design
- Must have a valid Driver's License and reliable transportation



kathy@hawamke.org



414.930.9352



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www.hawamke.org