



# Job Announcement Community Care Coordinator

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

*(Temporary PART-time, 30hrs/week)*

## JOIN THE HAWA FAMILY!

Please email resume &  
cover letter to  
[kathy@hawamke.org](mailto: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 temporary part-time Community Care Coordinator that can support our community resources and outreach activities. We are looking for candidates who have a deep passion for serving community members, and who demonstrate a strong ability to learn quickly and work extremely well independently with very little supervision.*

*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:

- Organizing, restocking, and maintaining community closet space which include the Express Project, and Sexual Wellness resources for community members
- Supporting walk-in community members
- Coordinating and scheduling community closet appointments
- Coordinate and support our volunteer engagement program
- Assist and support special projects and outreach events
- Support and sustain existing and new community partnerships

## QUALIFICATIONS

- Must speak Hmong and English
- Possess very strong attention to detail
- Possess strong organizational skills
- Strong ability to work independently and be a self-starter in prioritizing work tasks
- 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 skills as this position requires you to communicate with community members, partners, and other stakeholders in multiple ways and sometimes all at once
- Ability to be flexible with schedule
- Must have a valid Driver's License and reliable transportation



[kathy@hawamke.org](mailto:kathy@hawamke.org)



414.930.9352



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[www.hawamke.org](http://www.hawamke.org)