



# Job Announcement Office Manager

(Temporary PART-time, 30hrs/week)

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

## JOIN THE HAWA FAMILY!

Please email resume &  
cover letter to  
[staff@hawamke.org](mailto:staff@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 Office Manager that can support our daily office responsibilities. We are looking for candidates who have at least 2 to 3 years of work experience in an office setting or can 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:

- Opening and closing the office
- Answering office phones, and doing basic screening for services
- Supporting walk-in community members
- Coordinating and scheduling community closet appointments
- Clerical work that includes: (1) assisting with daily financial transactions, (2) opening mail, (3) checking HAWA emails to forward correspondence to appropriate staff
- Overseeing building operations including connecting with building contractors on building projects and maintenance

## QUALIFICATIONS

- Must speak Hmong and English
- Possess very strong attention to detail
- 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, contractors, partners, and other stakeholders in multiple ways and sometimes all at once
- Ability to be flexible with schedule
- Access to reliable transportation



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414.930.9352



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