



Job Announcement Program Manager

(Temporary PART-time, 24hrs/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

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 Program Manager that can support us with our youth and Queer support programming. We are looking for candidates who have at least 2 to 3 years of work experience and 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, with a strong emphasis to support our youth and LGBTQIA+ people.

START DATE FOR POSITION: AS SOON AS POSSIBLE

CORE RESPONSIBILITIES INCLUDE:

- Coordinate and implement monthly SAY MKE youth sessions every Monday 3:30pm-7:30pm until end of October 2025
- Coordinate with the SAY MKE Fellows the SAY MKE Camp scheduled for first week of August 2025
- Support SAY MKE Youth Fellows leadership in coordinating safe support spaces for Hmong/Southeast Asian girls in Milwaukee
- Coordinate and implement monthly Queer Roots Spaces for LGBTQIA+ folks every first Friday of the month March through December 2025
- Support with HAWA community outreach as needed

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 youth, parents/guardians, community members, and partners
- Ability to be flexible with schedule
- Access to reliable transportation



staff@hawamke.org



414.930.9352



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www.hawamke.org