



## Bilingual Staff Coordinator (Part Time)

Are you looking for part time work while helping the community? The Hmong American Partnership of the Fox Valley (HAP), a 501 (c) (3) organization based in Appleton, WI is actively seeking for a part time Bilingual Staff Coordinator.

The Bilingual Staff Coordinator will work independently out of the Appleton office and serve as the main point of contact for all business activities related to HAP. Reporting to the Board of Directors and the Interim Volunteer Executive Director, this person will be responsible for overseeing the Hmong language summer school program and perform administrative tasks as needed.

### **Essential job functions**

- Teach Hmong language summer class to students from the Appleton Area School District
- Manage the daily operation of the office when onsite
- Answer phone and respond to emails/general inquiries pertaining to HAP
- Promptly relay messages to the Board of Directors and committees as needed/necessary to resolve issues
- Perform administrative tasks such as filing, recordkeeping, maintaining records, and providing referrals to clients and/or other service agencies.
- Network with community leaders and businesses as needed
- Attend agency meeting on behalf of HAP as requested by the board
- Other duties as assigned

### **Qualifications, Skills, and Abilities:**

- Read/write Hmong and English fluently
- Clean criminal background record
- Clean driving record
- Minimum of a High school diploma or GED required, some college preferred
- Experience with MS Office
- Excellent time management skills
- Ability to speak in front of a large audience
- Ability to work with minimal supervision
- Good presentation skills
- Ability to communicate comfortably with a diverse clientele
- Experience with volunteer work is desired
- Experience working directly with the Hmong community is a plus

This is an hourly position with a flexible work schedule (maximum of 20 hours per week). Rate of pay will be \$13-\$15 per hour based on experience. If you believe you meet the qualifications and would like to be considered for the position; please email cover letter and résumé to [hap.fvh@gmail.com](mailto:hap.fvh@gmail.com), mail directly to Hmong American Partnership, Hmong American Partnership Fox Valley 2198 S Memorial Dr, Appleton, WI 54915, or contact Viseth Moua at 920-851-2039.