Kennedy Heights Community Center
Position Description

Position: Asian Outreach Coordinator

Status: Non-exempt, part-time, 18 hours per week, some weekend and evening work required.

Duties and Responsibilities:
1. Plan and coordinate monthly workshops on a variety of topics that support strong families and encourage healthy choices
2. Provide comprehensive outreach and recruit community members to participate in the workshops.
3. Provide ten hours a week of drop-in (or by appointment) support for Southeast Asian community members. Help community members to assess and solve problems. Outreach to community members as needed to make them aware of drop-in services.
4. Refer residents to appropriate community services.
5. Provide translation English – Hmong for community members and center staff as needed.
6. Help to encourage and support community members to participate in all center programs.
7. Provide interpretation during community meetings.
8. Provide translation of written documents.
9. Complete attendance reports, community surveys, and contact logs accurately and timely.
10. Build and maintain relationships with other organizations, area school, professional and workshop facilitators to support residents and programming.
11. Attend staff meetings and community center events and actively participate.
12. Other duties as assigned by the executive director.

Qualifications:
- Fluent in written and spoken Hmong and English
- Experience working with low-income adults
- Knowledge of the Dane County human and social service systems

Education:
High School Diploma or GED required
Associates or Bachelors degree in education, social work or human services preferred

Pay: $14.55 per hour for 18 hours per week.

To apply:
Submit an application or resume and cover letter to:
Claude Gilmore, Executive Director at email: director@khcommunitycenter.org