

**Eau Claire Area Hmong Mutual Assistance Association
Position Announcement**

Position: Office Associate

Reports to: Executive Director

Classification: Paraprofessional

Status: Nonexempt

Position Summary:

The Office Associate position is to provide administrative assistance to the Executive Director and to agency staff with programming needs. Duties may include but is not limited to clerical work, client intake, providing supportive paraprofessional services, organizing event, office supplies inventory, data collection, program support and/or duties as designated by the Executive Director.

Qualifications:

A high school diploma is required as well as a combination of relevant employment and or life experience. Bilingual in spoken Hmong and English is required. Prefer both spoken and written bilingual skills. The ability to provide excellent customer service to clientele is essential as the Office Assistant will be the first point of contact with clients, partner agencies and/or funders. Ability to maintain client confidentiality is required. Ability to maintain and practice professionalism under stress is required. Experience with crisis intervention and knowledge of community resources is desired. Proficiency with productivity software such as Microsoft Word is preferred. The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity and cooperation with clients, co-workers, management and the general public is needed. Must be a team player and demonstrate a willingness to positively contribute to the growth and development of ECAHMAA's mission and values.

Hours:

This position is part time between 10 to 15 hours per week. The ability to work flexible hours is necessary with the majority of hours to be worked Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Evenings and weekends may be required for assistance with programming and agency events. Student should be available on Fridays between the hours of 9am-2pm to assist with the Wellness Days for Hmong Elders Program.

Rate or Range of Pay per Hour: \$8.25-\$9.50

Begin and End Dates: September 2015 to June 2016 (with break during winterm).

Total Hours/Week: 10-15 hours.

Application procedure: Send an application along with your cover letter and resume including current contact information for three references to:

Pa Thao, Executive Director

ECAHMAA

423 Wisconsin Street

Eau Claire, WI 54703

Or email to paythao@ecahmaa.org

**Deadline: To be considered, please apply by 4pm on Thursday,
August 6th, 2015. Position starts Monday August 24th, 2013. Materials received
without an application will not be considered for interview**

**The employment application can be found at
<http://www.ecahmaa.org/#!/employment-opportunities/c1xr5>**