



# EAU CLAIRE AREA HMONG MUTUAL ASSISTANCE ASSOCIATION, INC.

1320 West Clairemont Ave, EAU CLAIRE, WI 54703 PH: 715.832.8420

Empowering people, advancing cultures, and enhancing the quality of life of Chippewa Valley low-income families

## Position Announcement: Youth Coordinator

**Position:** Youth Coordinator

**Immediate Supervisor:** Advocacy Program Manager

**Classification:** Paraprofessional

**Status:** Full-time

**Description:** The Youth Coordinator (YC) coordinates Building Bridges, an after-school educational program for minority youth in middle and high school in Eau Claire, Dunn, and Chippewa counties. The YC works collaboratively with agency advocates to provide education on preventing teen dating and domestic violence to increase youth academic performance, provide higher education opportunities, build leadership skills, and foster strong bicultural identities. The YC is responsible for recruiting interested minority youth participants into the program and completing all required agency and program intake materials. The YC is also responsible for recruiting, training, and supervising volunteers who will serve as tutors, mentors, and group facilitators. The YC collaborates with other agency staff to plan weekly group sessions and the annual Hmong Youth Day and youth retreat at the end of the school year.

### **Qualifications:**

- A BA/BS in a human services-related field OR a combination of relevant education, employment, and/or life experience is preferred.
- Must be bilingual and bi-cultural in English and Hmong.
- Experience in working with Hmong youth and knowledge of teen dating or domestic violence is preferred.
- Knowledge of community resources is preferred.
- Prior experience working with a diverse population in a social service setting.
- The ideal candidate should have an understanding of the ramifications and impact of the immigration/refugee experience on families and communities.
- 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.
- The ability to work independently and with a team; demonstrate a willingness to positively contribute to the growth and development of ECAHMAA's mission and values.
- The ability to negotiate and resolve conflicts is crucial.
- Interested candidates must have a valid driver's license.
- Proficiency with software such as Microsoft Word, Excel, Canva, etc.

### **Principal Duties and Responsibilities:**

#### **Direct Service:**

1. Plan, design, implement, deliver, evaluate, and facilitate the culturally specific after-school curriculum for Hmong youth in Building Bridges
2. Build working relationships with youth/clients by phone, email, and face-to-face meetings.
3. Provide prevention education on teen dating and domestic violence to increase youths' academic performance, build leadership skills, and focus on fostering strong bicultural identities.
4. Assist clients (specifically youth, but not limited to...) in safety planning, identifying options, and problem-solving.
5. Transport clients to and from programs.
6. Coordinate, plan, and lead the annual Hmong Youth Day and Youth Retreat.
7. Provide information and referrals about community resources.
8. Maintain professional boundaries with clients.



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## **Outreach:**

1. Develop culturally appropriate outreach strategies to engage the Hmong community in addressing the after-school curriculum for Hmong youth.
2. When appropriate, partner and collaboratively network with committees that advocate against gender-based violence, such as local law enforcement, court administration, city and county attorneys, and other community organizations, to increase client safety.
3. Attend and participate in planning and present at functions that promote the program and/or organization.
4. Actively recruit Hmong Youth for Building Bridges and mentors for mentorship.
5. Collaborate with other program staff to provide victim services.

## **Record Keeping and Grant Management:**

1. Assure appropriate and timely record keeping, including but not limited to entering daily data (including computer and paper forms).
2. Complete necessary monthly and/or quarterly program reports.
3. Assist in gathering information for and drafting grant proposals.

## **Other Responsibilities and Requirements:**

1. Collaborate with Advocacy Program Advocates and community partners to provide education about local resources to youth; may include topics ranging from the criminal court system, LGBTQIA+, sexual assault, domestic violence, etc.
1. Commit to professional development and request to attend a minimum of four trainings per year outside of the organization (at a minimum of 1 per quarter); attending multiple trainings is highly encouraged for self-development. Training must be related to topics centered on domestic violence, sexual assault, stalking, harassment, LGBTQIA+, equity, diversity, disabilities, inclusiveness, the justice system, or other related areas.
2. Maintain a clean, organized, and comfortable work environment, which may include assigned janitorial work.
3. Communicate concerns of the organization and client needs with co-workers and management daily to ensure the efficient operation of the organization. This includes, but is not limited to, personal care items for the client, program needs, office supplies, and maintenance needs.
4. Train and supervise volunteers/mentors who join Building Bridges as appropriate, ensuring volunteers/mentors receive a well-rounded experience.
5. Perform other duties as assigned by supervisor.
6. Desire to learn and grow professionally.
7. Attend and participate in meetings outside the organization and staff meetings within the organization.

## **Physical Demands:**

1. Frequent walking, standing, ascending steps, descending steps.
2. Lifting to approximately 20 pounds and occasional lifting of more may be required.
3. Bending, stooping, reaching, twisting, typing, and grasping.
4. Driving an automobile with or without passengers.
5. Verbal communication is required for expressing or exchanging information through the spoken word.
6. Hearing is required to perceive information at normal spoken-word levels.
7. Visual acuity is required to observe and assess clients' needs, read forms, and enter data.
8. Maintain emotional control under stress.

## **Environmental Factors:**

1. Work is typically performed in an office and/or residential setting but is not limited to the organization.
2. Constant interpersonal interactions, including speaking and hearing within an office environment
3. The employee is expected to dress in business casual attire unless the day's tasks require otherwise.



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**Compensation:** Starting pay of \$39,520.00 to \$41,600.00 annually, depending on education and experience.

**Hours:**

This position is a full-time position of 40 hours per week with the ability to work flexible hours when necessary. Most of the hours generally range from Monday to Friday between 8:00 a.m. and 5:00 p.m. The ideal candidate must be available to work during group sessions (day of the week to be determined). Group sessions may require working late hours, such as 8-9 pm. Related organizational needs may require working some nights and weekends. Travel is required and can include, at minimum, travel to Dunn and Chippewa counties and occasional professional development training.

**To apply:**

Submit a cover letter, resume with three professional references, and employment application to:

True Vue

1320 W. Clairemont Ave

Eau Claire, WI 54701

or

[truevue@ecahmaa.org](mailto:truevue@ecahmaa.org)