



United Iu-Mien Community, Inc.

6000 Lemon Hill Avenue
Sacramento, CA 95824
Phone: (916) 383-3083
<http://www.unitediumien.org>

Job announcement

PROGRAM: The purpose of the Hmong/Mien/Lao Community Action Network (HMLCAN) is to build the capacity of the Hmong, Mien and Lao communities to strengthen their relationships with each other and to work with government agencies to improve health outcomes and prevent youth violence in their communities.

POSITION: HMLCAN Program coordinator (Part-Time)

POSITION SUMMARY: The Program Coordinator will work under the direction of the United Iu-Mien Community, Inc. (UMIC) Board of Directors, HMLCAN Co-Chairs, and the HMLCAN Executive Committee. The Project Coordinator will oversee, develop and manage the monthly meetings of the Executive Committee and Network Meetings of HMLCAN, which currently encompasses the Hmong, Mien, Laotian community based non-profits efforts in addressing common interests. The HMLCAN Program Coordinator will prepare for and facilitate any open public forum meetings as may become necessary.

DUTIES:

1. Directly recruit, organize and facilitate (if necessary) the HMLCAN General Meetings, Executive Committee Meetings, as well as Community Convenings, include providing agendas and sign-in-sheets.
2. Insure accurate minutes of the General Meetings, Executive Committee Meetings, and Community Meetings are provided and kept by the appropriate bodies.
3. Assist in planning, organizing and facilitating the three (3) youth and parent conferences.
4. Assist in planning, organizing and facilitating the annual youth leadership conference.
5. Plan, organize and facilitate two (2) retreats per year for the HMLCAN collaborators.
6. Plan, organize and facilitate four (4) to six (6) training secessions for the community designed to reduce violence and advance the health and safety of the members of the community.
7. Attend and represent HMLCAN at a variety of meetings held by other agencies within the community to enhance the health and safety of the residence of the community.
8. Manage volunteers who step forward to assist in achieving committee approved projects and goals.
9. Develop budgets and monitor program expenditures. Ensure the fiscal integrity of HMLCAN in conjunction with the treasurers of UMIC and Hmong Women Heritage Association (HWHA). Provide budgets and expenditure reports to the committees as requested.
10. Carry out UMIC's, HWHA's, and HMLCAN's policies and procedures, as well as those of the program funder's.

11. Assist in identifying and obtain funding from a variety of sources including public agencies, private foundations, individuals and businesses. Assist with respond to Requests for Proposals and write grant proposals.
12. Prepare and submit reports as necessary for contract compliance and administration.
13. Oversee the analysis of HML data, develop strategies for addressing identified problems and collaborate with the necessary public and private agencies, individuals and organizations to resolve problems
14. Develop and maintain positive working relationships with an array of stakeholders including healthcare providers, county, state and federal health programs and agencies, policymakers, and other community base organization or mutual assistance associations.
15. Other duties as assign

DESIRED QUALIFICATIONS/SKILLS:

- Must have knowledge and past experience facilitating group meetings
- Must have analytical skills and excellent writing skills
- Must have a good understanding of the Hmong, Iu-Mien and Lao communities.
- Must have ability to read, analyze and interpret technical procedures, procedure manuals, government regulations & legislation and technical articles.
- Must be neat and organize, portraying professionalism in appearance and conduct.
- Ability to participate in teamwork and work in a collaborative setting.
- Be very flexible, innovative and a motivated self-starter.
- Ability to prioritize and efficiently handle a variety of tasks at once.
- Excellent people skills and listening skills.

EDUCATION/EXPERIENCE:

- BA/BS degree preferred or equivalent experiences
- Computer literacy required
- Fluency in English and Iu-Mien, Hmong, or Lao languages

POSITION: Part-time, Exempt

COMPENSATION: \$16.00 per hour (No benefits)

DEADLINE TO APPLY: Open until filled

TO APPLY: Submit cover letter, resume, and 3 references to:

Dr. Chiem-Seng Yaangh, Board President
United Iu-Mien Community Inc.(UIMC)
6000 Lemon Hill Avenue
Sacramento, CA. 95824
Or send email to: csyaangh@unitediumien.org