



Cia Siab, Inc.  
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Office: (608) 615 - 7117 | M-F 9:00 AM - 5:00 PM  
24/7 WI Hmong Family Strengthening Helpline (877) 740-4292

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## **Position Description**

### ***POSITION TITLE***

**Social Justice Director**

### ***ORGANIZATIONAL SUMMARY***

Cia Siab, Inc. was founded in 2016 and is the sole provider of bilingual, bicultural social services in La Crosse County. Our mission is to provide culturally empowering advocacy to the Hmoob Community through holistic support services, with revitalization of the Hmoob language and culture as the foundation. Successful applicants will be able to demonstrate a commitment to racial and gender justice.

### ***POSITION SUMMARY***

Under the direct supervision of the Executive Director, the Social Justice Director (SJD) will be in charge of mobilizing and organizing a healthy support base with the Hmoob community, partners, Elders, natural leaders and the larger community to best support and advocate for the Hmoob community. The SJD will help clients frame their concerns, guided by Elders and best critical research based practices to empower them to move to action. SJD must have the ability to navigate multiple cultural systems and advocate for the Hmoob community in clear and culturally appropriate ways with a range of stakeholders.

### ***POSITION RESPONSIBILITIES***

#### **Base Building**

- Lead the development and execution of a plan to generate new contacts to reach out to and engage as supporters of the organization;
- Ensure data is kept current in the organizational database by ensuring new contacts are immediately added, contact records are maintained, and results are tracked;
- Represent Cia Siab, Inc. in community-based committees and work groups;
- Develop and maintain strong relationships with activists, organizers, and ally organizations.

#### **Mobilization & Campaign Management**

- Using thorough research and data on the Wisconsin Hmoob and Southeast Asian community, lead the strategic planning and execution of grassroots social justice campaign plans;
- Lead the development and execution of a plan for engaging supporters with opportunities to support grassroots social justice campaigns;
- Research, compile, and write reports on the needs and concerns of the Wisconsin Hmoob and Southeast Asian community;
- Engage supporters through action alerts, leadership opportunities, and events.
- Develop social media content to educate, inform, and connect Cia Siab, Inc. staff, supporters, volunteers, youth and the larger Hmoob community;
- Coordinate member to member campaigns to tap into the networks of our supporters.

### **Staff and Volunteer Development**

- Cultivate social justice advocacy skills through community-led initiatives and staff and volunteer trainings;
- Create leadership and volunteer opportunities to encourage responsibility, skills development, and ownership of the work framed with a critical understanding of Hmoob and Southeast Asian identities;
- Supervise and train Civic Engagement staff and volunteers.
- Complete reports and other duties as assigned by the Executive Director.

### ***POSITION QUALIFICATIONS***

#### **Education/Learning Experience**

Required: Bachelor's Degree in any relevant field

Preferred: Master's Degree in business, public administration, or social services

#### **Work Experience**

Required: Two to three years working with Hmoob or Southeast Asian Refugee(s)

Preferred: A minimum of 3 years proven leadership experience in management in the not-for-profit, public or private sector. Experience shall include some or all of the following: policy development, financial management, planning and evaluation, fundraising, public affairs, personnel administration, and/or Board relations. Familiarity with the La Crosse Hmoob community.

#### **Skills/Knowledge**

Demonstrated experience in program planning and evaluation, personnel supervision, and budget administration. Demonstrated experiences in fundraising, grant writing, public relations, and public advocacy. Proficient in oral and written communication and public speaking in the English language. Ability to conceptualize and think abstractly. Ability to assume leadership and supervise staff. Ability to evaluate and assess program needs. Ability to prioritize, plan, implement, evaluate, coordinate/organize, make decisions, problem solve, teach, integrate synthesize, delegate. Knowledgeable about nonprofit, publicly funded organizations. Ability to

work with diverse groups of people, community organizations, and agencies. Ability to travel within the tri-state region. Ability to handle multiple tasks at the same time.

Prefer: Proficient in oral and written communication and public speaking in Hmoob language.

***COMPENSATION AND HOURS***

This position is full time, 40 hours a week , including paid holidays and Personal Time Off. The ability to work flexible hours, including some nights and weekends as necessary. Occasional travel is required. Starting pay is \$20-24 an hour depending on qualifications and experience and includes health, dental, vision and simple IRA after probationary period (3 months).

***LICENSES AND CERTIFICATIONS***

Required: Valid Driver's License; successful completion of Wisconsin Caregiver background Check and national and state sex offender registration background checks

***PHYSICAL REQUIREMENTS/DEMANDS OF THE JOB***

Work involves fairly light and simple types of physical exertion with average weight materials or equipment, but not requiring effort so continued or sustained as to result in more than minor fatigue consequences. Ability to sit for long periods of time. This position does not offer the possibility of remote work; work activities require the employee to be on-site.

**Acknowledgement Statement**

By signing this form, I acknowledge I have received, read, and understand that I must strictly observe and ensure compliance and requirements detailed in the position description. I understand that all positions are subject to the availability of funding. I acknowledge that Cia Siab, Inc. is a smoke, drug, alcohol and controlled substance free environment. I also understand that Cia Siab, Inc. is an “at will” employer and that my employment may be terminated at any time without due cause.

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Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**POSITION DESCRIPTIONS ARE NOT INTENDED TO BE EXHAUSTIVE LISTS OF ALL RESPONSIBILITIES, SKILLS, OR EFFORTS.**

**THEY ARE INTENDED TO BE ACCURATE SUMMARIES OF WHAT THE POSITION INVOLVES AND WHAT IS REQUIRED TO PERFORM IT.**

Cia Siab, Inc. is a Non Profit Organization & Equal Opportunity Employer