



Cia Siab, Inc.
1825 Sunset Ln., La Crosse, WI 54601 | email: admin@ciasiabinc.org
Office: (608) 615 - 7117 | M-F 9:00 AM - 5:00 PM
24/7 WI Hmong Family Strengthening Helpline (877) 740-4292

Position Description

POSITION TITLE

Community Education & Empowerment Fellowship

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 Program Development Specialist, the Community Education & Empowerment Fellow (CEEF) will be in charge of sharing information and conducting outreach on behalf of the organization in order to mobilize and organize a healthy support base to advocate for the Hmoob community. The CEEF will represent Cia Siab, Inc. at events and on committees, serving as a liaison between our organization and the community. The CEEF will also help coordinate phonebanking, textbanking, and other Get Out the Vote and civic engagement efforts related to the Fall 2022 and Spring 2023 elections. The Community Education & Empowerment Fellow will have access to ongoing mentorship and training opportunities during their time at Cia Siab, Inc.

POSITION RESPONSIBILITIES

Voter Education

- Generate new contacts to engage as supporters of the organization;
- Assist community members with voter registration and election planning;
- Regularly update contacts and other records in the organizational database; and
- Represent Cia Siab, Inc. in GOTV community-based committees and work groups.

Volunteer Recruitment & Support

- Create leadership and volunteer opportunities to encourage responsibility, skills development, and ownership among volunteers;
- Create and take advantage of opportunities to engage with Hmoob community members;
- Recruit volunteers to assist with phone and text banking, and other outreach events; and
- Coordinate member to member campaigns to tap into the networks of our supporters.

Community Empowerment

- Encourage social justice advocacy through events and social media posts;
- Update our staff and community members about relevant election and issue campaigns;
- Develop and maintain strong relationships with activists, organizers, and ally organizations; and
- Help to organize advocacy efforts around intersectional social justice issues important to the Hmoob community.

All employees assist with youth, adult, and Elders programming, gardening, food delivery, and transportation and complete reports and other duties as assigned.

POSITION QUALIFICATIONS

Education/Learning Experience

Required: High School diploma or equivalent

Preferred: One year or more of higher education in any discipline

Work Experience

Required: 2-3 years of customer service, campaign, or volunteer work

Preferred: A minimum of 3 years of experience in customer service, political campaign, or volunteer work.

Skills/Knowledge

Required: Proficient in oral and written communication and public speaking in the English language. Ability to assume leadership and supervise volunteers. Experience working 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.

Preferred: Proficient in oral and written communication and public speaking in Hmoob language. Knowledgeable about Wisconsin voting laws and elections. Familiarity with the La Crosse Hmoob community.

COMPENSATION AND HOURS

This is a 20 hours/week half-time position with flexible start and end dates; the ideal candidate will be available until at least May 1, 2023. The ability to work flexible hours, including some nights and weekends as necessary. Occasional travel is required. Starting pay is \$20 an hour depending on qualifications and experience. There are no benefits offered with this position.

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.

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