



Hmong Women's Leadership Institute Facilitator - Job Description

Updated 7/11/11

Hours: 10-15 hours per week

Duration: October/November 2011 through June 30, 2012

Reports to: Designated Board Member

Compensation: \$15 per hour

Agency Description

The mission of Hnub Tshiab: Hmong Women Achieving Together is to be a catalyst for lasting cultural, institutional and social change to improve the lives of Hmong women. The organization incorporated as a non-profit in 2007 after nine years as a volunteer action team. Our current activities are focused in four areas:

1. *Leadership.* Recognize, support, and develop Hmong women leaders.
2. *Equity.* Identify and fill service gaps for Hmong women and girls.
3. *Research.* Gather, create, and distribute culturally relevant knowledge about Hmong women.
4. *Coalition Building.* Build a strong network of allies to improve the lives of Hmong women.

Position Description

The facilitator will work closely with a designated board member to implement the 2011-12 Hmong Women's Leadership Institute. Responsibilities will include pre-institute work such as finalizing calendar and curriculum materials, recruitment and selection, and responding to inquiries. The leadership institute has an anticipated start date of September 2011 and an end date of May 2012. During the institute, responsibilities will include leading and facilitating two sessions per month for participants and managing all related financial and administrative duties.

Job Duties

- Work with designated board member to finalize budget, curriculum, and calendar of events.
- Identify space for monthly meetings and end of the year banquet.
- Assist with recruitment and selection of the new cohort for 2011-12.
- Manage participant fees and assist with setting up payment plans as needed.
- Communicate with institute fellows including distribution of agendas prior to meetings, notifying them of guest speakers and sharing information about supplemental leadership development opportunities.
- Serve as the main contact for institute fellows and report concerns to designated board member.
- Confirm mentors, providing each with a set of expectations and responsibilities.
- Work with summer intern to prepare and organize curriculum materials.

- Confirm arrangements with guest speakers, preparing them and handling honorarium.
- Track spending and ensure all costs are within the budget.
- Order food and beverages for monthly meetings.
- Conduct one-to-one meetings with institute fellows at the institute mid-point.
- Provide periodic updates about institute progress to designated board member.
- Coordinate end of the year banquet including venue, food, invitations, program, volunteers, decorations, and gifts for the graduates.
- Grant reporting and program evaluation upon institute completion.

Required qualifications

- Bachelor's degree
- Experience with leadership development and group facilitation.
- Excellent organizational skills and a keen ability to manage multiple responsibilities.
- Desire and interest in the leadership development of Hmong women and an understanding of systems and social change concepts.
- Knowledge of cultural and gender issues in the Hmong community.
- Bilingual in Hmong and English
- Graduate of the Hmong Women's Leadership Institute or other leadership development program.

Application instructions

Please send letter of interest, resume or CV, and list of three references to info@hmongwomenachieve.org or Hnub Tshiab: Hmong Women Achieving Together, P.O. Box 14127, St. Paul, MN 55114 on or before **August 1, 2011**.

For more information

Please contact 651-276-0957 or P.O. Box 14127, St. Paul, MN 55114 or info@hmongwomenachieve.org. For more information about Hnub Tshiab: Hmong Women Achieving Together, please visit <http://www.hmongwomenachieve.org>.