

Job Announcement

Position: Office Manager/Interpretation Coordinator (OM)

Reports to: Executive Director

Classification: Paraprofessional

Status: Nonexempt

Position Summary:

The Office Manager/Interpretation Coordinator (OM) position is to provide administrative assistance to the Executive Director and to agency staff with programming needs as well as coordinating and providing interpretation services at local hospitals and clinics. The OM also acts as the Housing Liaison in assisting families with housing related services. Duties may include but is not limited to clerical work, client intake, providing supportive services, organizing event, office supplies inventory, data collection, data entry, assisting clients with housing related services, providing translation and interpretation and/or other duties as designated by the Executive Director.

Qualifications:

A high school diploma is required as well as a combination of relevant employment and or life experience. Bilingual in spoken Hmong and English is required. Prefer both spoken and written bilingual skills. The ability to provide excellent customer service to clientele is essential as the OM will be the first point of contact with clients, partner agencies and/or funders. Ability to maintain client confidentiality is required. Ability to maintain and practice professionalism under stress is required. Experience with crisis intervention and knowledge of community resources is desired. Proficiency with productivity software such as Microsoft Word and Peach Tree is preferred. 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. Must have own transportation and motor vehicle insurance. Must be a team player and demonstrate a willingness to positively contribute to the growth and development of ECAHMAA's mission and values.

Hours:

This position is full-time. The ability to work flexible hours is necessary with the majority of hours to be worked Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Evenings and weekends are required as needed for interpretation services. 80 percent of time is designated for office management/program coordination and 20 percent on interpretation coordination. Travel is required as the OM will have to travel for interpretation appointments.

Salary: Base rate of \$10.50/hr at 40 hours/week plus \$12.00/hr for evenings and weekends interpretation appointments.

Benefits: Earn two weeks of vacation within the first year and additional weeks of vacation as employment continues. Six days of sick leave and three days of PTO can be earned per year. Health Reimbursement Arrangement may be available as well as a 3% matching IRA contribution. We take pride in our family oriented work atmosphere with a strong team work culture.

Deadline to apply: Open until filled.

Mail or fax application materials to:

Att: Pa Thao

ECAHMAA

423 Wisconsin Street

Eau Claire, WI 54703

paythao@ecahmaa.org

Materials submitted without an employment application will not be considered.

Employment Application can be found on ECAHMAA's website at <http://www.ecahmaa.org/#!employment-opportunities/c1xr5>

Or via the QR Code



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