

CAMBODIAN AMERICAN COMMUNITY COUNCIL OF WASHINGTON (CACCWA)

Job Description for the position of Labor & Industries Temporary Part Time Program Coordinator for Commerce

Cambodian American Community Council is a grassroots community organization started in 2015 with a mission to strengthen Cambodian American communities and organizations by promoting multi-ethnic community unity, preserving culture, leveraging partnerships, advancing collaboration, and supporting capacity building for its member organizations. CACCWA is a nonprofit, operated under IRS 501c(3) tax exempt status.

The Council has received a grant from the Department of Commerce to perform outreach and disseminate information about Washington State Commerce's support services, programs, grants, and requirements to Cambodian small businesses operating in Washington. This work also includes surveying Cambodian small businesses about their needs and identifying, providing, or referring them to technical assistance to best support them. Service and program support includes but are not limited to COVID-19 impacts on small businesses.

The Council is looking for a temporary part time Program Coordinator who is a self starter. The Program Coordinator's job is to develop, organize, and conduct outreach for the Commerce funded project (0.5FTE) or 20 hours. This position reports to the Program Director. Position will last approximately 3 months and is subject to grant fund availability. Hourly rate is \$30/hour.

Specific tasks include:

- Familiarize with Commerce services and products
- Assist Program Director in meeting all grant/contract deliverables.
- Call on and visit clients regularly.
- Assist in disseminating information to Cambodian business entities in Washington State including counties and cities as called for in the Commerce grant contract documents.
- Assist in developing materials including flyers, slide presentation, handouts, and informational booklets and resources.
- Analyze, develop statistics, and interact with various Khmer communities and businesses on social media.
- Assist in developing survey and assessment tools to determine client's need for Commerce services and programs.
- Assist in writing proposals and applying for grants, existing and new by utilizing statistical analysis from the survey and social medial analysis.

- Promote CACCWA's values – cultural preservation, respect, collaboration, service, inclusiveness, mutual sustainability, and technology.
- Perform other tasks as assigned by the Program Director or their designee.

Minimum requirements are: 3 years of post high school graduate.

Preferred candidates will have a bachelor's degree or higher; or 1 year of experience plus 3 years of post high school graduate. The ability to speak Khmer is preferred but not required.

Must have reliable transportation. The position will involve working remotely from home and includes travel to meet clients as needed in Washington State.

Application Process: Submit resume and letter of interest to Michael.Sea@CACCWA.org as soon as possible.