



Asian Services in Action, Inc

www.asiainc-ohio.org

730 Carroll Street, Akron, OH 44304
330-535-3263

3631 Perkins Ave, Ste. 2A-W
216-881-0330

Position Available: ***Program Assistant - (NALI)***
Northeast Ohio Asian Women's Leadership Initiative
Location: **Cleveland, Ohio**
Pay Rate: **Based on experience (\$10-\$12/hour, part-time position, 0.5 FTE+)**

Asian Services In Action (ASIA) is a growing non-profit multi-service agency with two sites (Akron and Cleveland) serving predominantly low-income, underserved, limited English-speaking Asian American and Pacific Islander (AAPI) immigrant and refugee populations of all ages. Our mission is to empower AAPIs in Northeast Ohio to enhance their well-being, build their communities and to improve their self-sufficiency through culturally and linguistically relevant information and services.

ASIA is offering a part-time Program Assistant position to provide administrative support to the domestic violence prevention program and the Northeast Ohio Asian Women's Leadership Initiative (NALI). The position will assist the domestic violence prevention Program Coordinator in carrying out projects and tasks associated with the two program areas. The domestic violence prevention program focuses on crisis intervention, case management, information and referral, emergency assistance, immigration legal services, and advocacy. The NALI program provides leadership training to Asian women in a two-day leadership retreat and culminates with each community planning and implementing an education and outreach project in their respective community. The Program Assistant will support the Program Coordinator in these program areas. The position requires an individual who is interested or has experience in domestic violence, sexual assault, dating violence and stalking programs. He or she must be an excellent team player, flexible, and can multi-task, has a strong commitment to immigrant and refugee concerns, and can maintain client confidentiality. The Program Assistant reports to the Program Coordinator.

Duties and Responsibilities

- *Assist the Program Coordinator with administrative aspects of the domestic violence prevention and NALI programs.
- *Support the Program Coordinator with case management, crisis intervention, information and referral and other related services to victims and families
- *Under the supervision of the Program Coordinator, responsible for planning and logistics for the NALI leadership retreat. Responsibilities include working with consultants to develop the NALI curriculum, working with vendors to set location, lodging and other accommodations for NALI participants.
- *Communication with NALI attendees and provide administrative follow-up for each community during the project planning and implementation.
- * Other duties as assigned by the supervisor



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Qualifications

- *Bachelors or certificate required, some experience in the field is preferred.
- *Bilingual in Korean, Chinese (Mandarin or Cantonese), Tagalog, Karen, Nepali, Hindi or Urdu (or another Asian language).
- * Proficiency with or willingness to learn Microsoft Office programs including Outlook, Word, Excel, Publisher
- *Project management skills
- * Good interpersonal skills and ability to interact with diverse population/personalities.
- * Resourceful and flexible
- * Available to work evenings and weekends as needed; ability to be on-call occasionally.
- * Good written and oral communication skills
- * Some administrative experience preferred.

General Information

20 hours per week (varies based on need; benefits are available based on hours worked). Benefits include health insurance allowance, retirement, paid vacation, holidays and personal days, opportunities for training and promotion. Inquiries should be directed to Michael Byun, Executive Director via e-mail (michael.byun@asiainc-ohio.org.) No calls please.