



Asian Community & Cultural Center

-Celebrating Asian Heritage and Serving All Immigrants-

144 N 44th Street, Suite A, Lincoln, NE 68503

402-477-3446 FAX 402-477-4508

www.lincolnasiancenter.org

Karen Cultural Liaison

Availability: June 2017

Monday-Friday **14 + hours** per week (8 hours senior program; 6 hours women's programming)+ additional hours through Creating Lasting Family Connections when in session (5 hours translation) - Occasional weekend and/or evening hours may be assigned

The following job description includes the major responsibilities and expectations. This list is not all inclusive; the incumbent may be expected to perform job-related duties other than those contained in this list.

Job Description:

The person will be responsible for duties within multiple programs of the ACCC and will include coordinating and teaching women's classes and serving the Karen community through senior, women's and minority health programming.

Duties and Responsibilities:

- Attend and successfully complete all required training programs, staff meetings and complete all related assignments in a timely manner
- Act as a representative of the ACCC in public forums in a positive, knowledgeable and professional manner
- Provide accurate and timely reporting of work performed and outcomes in the form of database management and a monthly report to the supervisor
- Help build relationships with Burmese population and organizations in the area
- Organize regular volunteers to teach ESL and citizenship classes and teach classes if needed
- Do translation and interpretation work as needed by the community and the Center
- Encourage youth and community members to volunteer and participate in community activities
- Greet and assist clients whenever needed. Collaborating with human service agencies and other resources to refer services for the refugees and immigrants.
- Perform related duties and responsibilities as required.
- Recruit participants for the program, including using community contacts and knowledge to seek out potential participants and find out what community members' needs are. Will develop promotional materials as needed.
- Will work with the program coordinator to provide ESL, citizenship, health or other educational opportunities for program participants. Will act as interpreter for educational opportunities if needed.
- Will be present and involved in weekly meetings of the program, setting up and cleaning up the program space, keeping detailed records of participants and attendance.
- May provide additional transportation in company van.
- Develop relationship with Aging Partners
- Promote and teach Creating Lasting Family Connections for Karen population

Qualifications:

- Experience in a professional environment preferred
- Must be able to work independently and demonstrate team building, problem solving, time management, stress management and decision making skills
- Must possess great communication skills including effective verbal, writing and listening skills and the ability to make effective presentations

- Excellent organizational and leadership skills including the ability to maintain effective working and community relationships
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds
- Must have good computer skills and be proficient in Microsoft Word, Excel, Internet and e-mail.
- Bilingual in Karen and English.
- Able to communicate well in English both spoken and written.
- Able to and committed to maintaining confidentiality.
- Attention to detail in maintaining records and some experience with Microsoft Office preferred.
- Sensitive to the needs of older Karen clients.
- Willingness to travel and transport in own personal vehicle, must have valid drivers license and good driving record