



Community Language Advocate Position Summary

POSITION RESPONSIBILITIES

The Community Language Advocates (CLA) will work with a Program Manager assigned by the Hmong Association of Washington (HAW). This is a hybrid position where you will work from home and attend in-person meetings & events as needed. The CLA's role is to support the implementation of specific projects provided to them by their Program Manager. As a CLA, you are required to engage with the Hmong community through discussion and dialogue. You will need to have the ability to speak and understand Hmong and English. Reading and writing in Hmong is a plus but not necessary. HAW will translate all materials in Hmong for you.

Some responsibilities will include completing surveys, conducting listening sessions, and calling Hmong residents to share the latest updates and services available through HAW. You are responsible for providing monthly reports on your activities and summarizing project impact. All out-of-pocket expenses related to the project you are assigned will be reimbursed, including mileage. However, you are responsible for keeping track of your expenses, budget, and all expense-related receipts.

POSITION DURATION & ANTICIPATED HOURS

This role will begin in the month of September 1, 2023, and end on June 30, 2024. The anticipated commitment of hours is between 15hrs and 18hrs per month. Flexible schedule. Some weekend and evening hours are required depending on the project.

The possibility of extending this role beyond June 2024 will depend on funding.

STIPEND AMOUNT:

Total stipend \$3,000

PAYMENT SCHEDULE

September 1, 2023 - \$600
November 1, 2023 - \$600
February 1, 2024 - \$600
April 1, 2024 - \$600
June 30, 2024 - \$600

EMPLOYMENT STATUS

This is not an employee position with HAW. You will be required to fill out a W-9 and be responsible for filing your required taxes with the IRS.



ENTIRE AGREEMENT AND CONTRACT

This Contract contains the entire Agreement of the parties listed below. By signing this contract, the Applicant understands and agrees to abide by all the specified terms and conditions set forth by the Hmong Association of Washington and as listed in the Community Language Advocate Position Summary.

Both parties can terminate this contract by providing a 30-day written notice. HAW will make the appropriate adjustment to the Applicants stipend depending on when the last date of service ends.

APPLICANT INFORMATION

Applicant's Legal Full Name	
Applicant's preferred name if different from legal name	
Mailing Address	
Phone Number	
Email Address	

Applicant's Signature

Date

ORGANIZATION INFORMATION

Hmong Association of Washington
PO Box 84601 Seattle, WA 98124
206-651-5480
hmong.of.washington@gmail.com

Koua Franz, President
Hmong Association of Washington

Date