



CAMBODIAN AMERICAN COMMUNITY COUNCIL OF WASHINGTON (CACCCWA)
Job Description for the position of Assistant Program Coordinator

The Cambodian American Community Council of Washington (CACCCWA) is a grassroots community organization founded in 2015. Its mission is to foster Cambodian American communities and organizations through promoting multi-ethnic community unity, preserving cultural heritage, leveraging partnerships, advancing collaborations, and enhancing capacity building for its member organizations. CACCCWA holds a nonprofit status, operating under the IRS 501(c)(3) tax-exempt provision.

CACCCWA has received funding from the Equity in Education Coalition (EEC) to promote Digital Equity and increase access to digital navigator services, devices, and subscriptions. These services must include, but are not limited to, providing one-on-one assistance to people with limited access to services. This includes individuals seeking employment, students in need of digital technical support, families supporting students, English language learners, Medicaid clients, people experiencing poverty, and seniors. CACCCWA is currently seeking a part-time staff to assist the team in delivering these services to the community.

JOB DETAIL

Title: **Assistant Program Coordinator**

Reports To: Program Coordinator, Executive Director, Assistant Executive Director

Work Schedule: Part-Time (15-20 hours per week)

Compensation: \$25 per hour, funded by 10% indirect cost

POSITION OVERVIEW

CACCCWA is seeking a highly motivated individual to join our team as a part-time **Assistant Program Coordinator**. This position offers 15-20 hours per week. In this role, you will be instrumental in supporting our class workshops which focus on digital literacy and technology usage. Your responsibilities will include assisting with data collection and entry, conducting outreach activities, and organizing materials for the classroom. You will report directly to the Senior Program Coordinator and the Assistant Director. This role is an excellent opportunity for someone who is passionate about education, technology, community work and who thrives in a dynamic, supportive environment.

ROLES AND RESPONSIBILITIES

Class Workshop Assistance

- Collaborate with instructors to facilitate class workshops on digital literacy.

- Provide support to participants, ensuring a positive and engaging learning environment.

Data Collection and Entry

- Assist the team in collecting relevant data during workshops.
- Enter collected data accurately and in a timely manner.

Outreach

- Conduct outreach activities to promote the program and increase participation.
- Engage with community members to raise awareness about the benefits of digital literacy.

Material Organization

- Organize and manage materials required for classroom activities.
- Ensure the availability of necessary resources for an effective learning experience.

Direct Reporting

- Work closely and report directly to the Senior Program Coordinator and Assistant Director, providing regular updates and seeking guidance as needed.

QUALIFICATIONS

- Must possess a valid driver's license and be able to drive.
- Proficiency in reading/writing Khmer and a familiarity with Khmer culture.
- Demonstrate a strong understanding and comfort with technology.
- High School Diploma or equivalent.
- Demonstrated experience of 2-3 years in actively working with the community.

APPLICATION PROCESS

Interested candidates are invited to send a resume and cover letter outlining their qualifications and experience to CACCWA at info@caccwa.org, contact +1 253-459-9522 or apply on our website.

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Our organization is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Apply by Friday, February 2nd, at 5:00 PM.