**COMMUNITY LIAISON**

**Type:** Part-Time (30 hours per week) with possibility of transitioning to Full Time (40 hours per week)

**Job Summary**

To promote the mission of KITHS to support immigrants, and refugees with accessing resources vital to their livelihood

**Specific Duties - Community Liaison**

1. Participate in various community meetings representing the mission of KITHS
2. Participate in virtual and/or in-person meetings to share information about KITHS/to gather information to bring back to KITHS
3. Attend all relevant trainings (i.e., trauma informed practices, civic engagement, COVID-19, etc.)
4. Facilitate outreach activities virtual and/or in-person
5. Disseminate information about available resources in Philadelphia for the immigrant communities
6. Participate in resource fairs
7. Monthly reporting that includes demographics (people reached) and activities
8. Support community members in the community (as needed basis)

**General Duties related to this role**

1. Provide administrative/secretarial support to the Executive Office.
2. Answer telephones and act as receptionist for the Executive Office.
3. Check voicemails and take messages for the Executive Office.
4. Complete and distribute faxes, as appropriate.
5. Draft/type correspondence for the Executive Office as directed.
6. Manage schedule on Google Drive for the Executive Office.
7. Attend one evening Staff Meeting per month.
8. Forward information to all Board members as directed by the Executive Office including monthly Committee Meeting Mailings and Board Meeting Mailings.
9. Assist with special projects (typing, copying, mailings, filing, etc.) as directed by the Operations Director.
10. Maintain supplies for the Executive Office, including office equipment supplies, (i.e., fax machine, printer, adding machine tapes, etc.). Inform the Executive Office when supplies are needed.
11. Maintain a clean work environment.
12. Perform other related duties as assigned which may entail the use of a personal automobile.

**Qualifications**

High School Diploma/GED with experience.  Office environment experience. Driver’s License and use of personal vehicle required.  Proficient with programs in Microsoft Office.  Bilingual (English/Khmer language preferred but not required). Responsible, dependable individual with the ability to work in a fast-paced office environment with multiple priorities. Must be able to work independently with minimal supervision and be a team player.

**Location**

Administrative/Executive Office: 4923 Old York Road, Philadelphia, PA 19141

**Schedule**

30 Hours per Week (some weekend & evening hours needed)

**Compensation**

Hourly rate commensurate with experience.

$15 - $20 per hour