



UW-Extension – Milwaukee County Urban Agriculture Program

JOB TITLE: Hmong Community Urban Garden Assistant

OFFICIAL TITLE: Office Operations Associate - Limited Term Employee – LTE)

LOCATIONS: Located in the Milwaukee County Extension Office, some outreach in the Hmong community

COMPENSATION: \$9.50/hr

HOURS: Average 20hrs/week, (more in spring, tapering down through summer.)

START DATE: IMMEDIATE

END DATE: 10/1/17

PURPOSE:

- To assist in the coordination of the UWEX Milwaukee County Urban Garden Program and the Hmong community with emphasis to accommodate the Hmong immigrants.
- To assist Garden Plot Rental Coordinator.
- To help organize and develop new Hmong community gardens.
- To help maintain a resource data base.

RESPONSIBILITIES:

- Assist in registering rental gardeners and answering their questions.
- Assist Hmong population in resolving garden related issues.
- Help evaluate the urban agriculture projects.
- Assist in publicizing the availability of rental garden plots in the Hmong community.
- Handle cash transactions and use cash register to process, accounting reports for, check and credit transactions.
- Ability to assist in mediation, of disputes between gardeners
- Other program support tasks as assigned.

QUALIFICATIONS:

- Ability to speak and read Hmong and English
- Knowledge of community gardening, community organization and volunteer management
- Familiarity with computer software such as Word, Publisher, and MS Access.
- Ability to maintain accurate entries, in database and hard copy files
- Problem solving ability
- Experience working with diverse populations
- Access to transportation necessary for job related duties
- Availability for some evening and weekend meetings
- Ability to work as an active team member

Contact Dennis Lukaszewski at 256-4650 dennis.lukaszewski@ces.uwex.edu or

Jan Alba at 256-4651 jan.alba@ces.uwex.edu

The University of Wisconsin-Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, arrest or conviction record or veteran status. Lub Tsev Kawm Ntawv Qib Siab (University of Wisconsin-Extension) pab rau tsoom fvw kev pom zoo thiab ncaj ncees nyob rau kev kawm ntaub ntawv, kev pab cuam thiab kev ua hauj lwv rau tag nrho cov neeg tsim nyog ua tau tsis tas hais yog haiv neeg twg, xim tawv nqaij twg, poj niam txiv neej, kev ntseeg, cov neeg puas cev xws li tes taw, kev ntseeg ntuj, kev tuaj txawv teb chaws tuaj, kev poj koob yawm txwv, hnuv nyoog, kev xaiv ntawm kev daj dee, kev xeeb tub, kev muaj txij nkawm los yog ua niam txiv, kev rau txhom los yog muaj txim raug kaw los yog ua qub tub rog.