



Position Available: **Bilingual Advocate**
Department: **Ahimsa Department**
Location: **Akron or Cleveland, Ohio**
Schedule: **1.0 FTE, non-exempt**
Travel: **Inner-state travel may be needed**
Pay Rate: **Based on Qualifications**

SUMMARY

Asian Services In Action (ASIA) seeks a highly motivated, determined and experienced individual who possesses a diversified set of skills for the **Bilingual Advocate** position. This individual is responsible for maintaining her/his own caseload, attend various trainings, and report to supervisor.

QUALIFICATIONS

- Second language proficiency is a must (preferred language skills in Spanish, Nepali, Arabic, Swahili, Burmese, Pashto, or Dari) ;
- Experience with client crisis management if preferable;
- Knowledge with Google drive and OneDrive;
- Proficiency with Microsoft Office, including but not limited to Word and Excel,
- Strong customer service and/or program coordination skills;
- Experience working with survivors of domestic violence/sexual assault/ human trafficking is preferable;
- Strong interpersonal skills and ability to interact with diverse population/personalities;
- Resourceful and flexible;
- Available to work evenings and weekends as needed;
- Solid oral communication skills;
- Ability to set priorities and meet deadlines;
- Ability to work well autonomously and in a team;
- Must pass a criminal background check and have a valid Ohio State driver's license;
- Must be authorized to work in the U.S.
- Knowledge of AAPI cultures, respect for all cultures, and the ability to interact with diverse groups preferred;
- Has access to reliable transportation.

BENEFITS

ASIA offers a competitive benefits package that includes: personal, vacation and holiday paid time off; health insurance stipend; dental/vision coverage, life, and long-term insurance; retirement contribution match; professional development opportunities; and other incentives. Part-time staff are eligible for pro-rated benefits package based on FTE.

CONTACT

Please send a cover letter and resume to HRManager@asiaohio.org. Visit www.asiaohio.org for more information. **No phone calls, please.**

Asian Services In Action promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.