



Move for America Fellowship

Position Description: Hmong National Development Community Engagement & Policy Coordinator

Project Period: August 2024- August 2025

Site Name: Hmong National Development (HND)

Location: Hybrid

Goal of the Project

The Move for America Fellow will join Hmong National Development (HND) operating out of Saint Paul, Minnesota location in support of HND's community engagement and policy efforts to unite a thriving Hmong community towards economic prosperity. The Community Engagement & Policy Coordinator will connect with local and national Hmong communities and leaders in support of developing and actualizing HND's strategic blueprint and includes creating virtual spaces for learning and practice, leveraging social media and digital media to engage the local and national Hmong community, research and identify trends that positively propel the Hmong community forward, and participate in HND's fall leadership summit.

Project Objectives

- Coordinate and support an impactful National Conference that convenes local and national leaders in support of a unified vision for the Hmong in the U.S.
- Research and analyze local and national trends that impact the Hmong community.
- Be an Ambassador of HND's mission, vision, and goals to a national audience.
- Build relationships with a variety of stakeholders who partner, fund, and support HND's work.

Responsibilities

- Work closely with HND Staff to support HND's National Conference outcomes, e.g., coordinate and schedule events and meetings, develop and compile meeting materials, follow-up with community members and their requests, attend team meetings, etc.
- Monitor and track conference summit expenses and documentation.
- Organize, sort and file HND conference information and resources.

This position is offered in partnership with

And will serve full time at





- Maintain and manage list of attendees, guest speakers, and special guests of the conference and other program events.
- Be present and on the ground during the conference; support as needed throughout the day.
- Work closely with HND Staff to track policy agendas and track legislation that impacts the Hmong population.
- Work closely with national and local partners; participate in advocacy meetings, phone calls, virtual meetings, and other stakeholder meetings.
- Collaborate with partner agencies, community leaders, elected officials, and other stakeholders to gather information on communities being served by HND.
- Gather, analyze, and summarize data and research that impacts the Hmong community; work with HND Staff to deliver data for reporting and funder purposes.
- Manage funding schedules and events, complete reports, and ensure accurate and timely reports to funders and other stakeholders.

Eligibility

- Must be 18 years old by start date.
- Must be a U.S. citizen, legal permanent resident, refugee, asylee, or DACA recipient.
- Must be able to commit to a year-long program from June 2023 - June 2024, with a full-time work week (35 hours per week daytime hours, Monday-Friday).
- We welcome applicants from any location, but you must be willing to live and work in Minnesota during the 2024-25 term of service.

Qualifications

Fellows are not required to have had previous job experience. This is an entry level position designed to catalyze your career and leadership development. We do, though, seek the following traits in all Fellows:

- **Curiosity** - genuine interest to learn with and from others
- **Growth** - commitment to continuous learning about self and others
- **Teamwork** - capable of using collaboration and teamwork to achieve goals

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- **Community** - desire to work in and with a community and in team environments
 - **Accountability** - take responsibility for actions and their impact on others
 - **Leadership** - take initiative and demonstrate leadership experience

In addition, we are seeking candidates who:

- Knowledge of and have worked with the Hmong community preferred.
- Ability to speak and write in Hmong preferred.
- Ability to establish positive rapport and relationships with community members, staff and funders, partners, and elected officials.
- Demonstrate effective leadership that promotes positive customer service, proactive learning, excellent communication, and decision making skills, and inspires others to be their best.
- Work independently with minimal supervision.
- Ability to be adaptable; work evenings and weekends as needed.

Living Stipend and Benefits

- \$24,962 annual living stipend
- \$6,000 housing support
- Up to \$1,000 in relocation assistance
- Earn a \$6,895 education award for future education or to repay school loans
- Health insurance
- 80+ hours Inclusive Leadership & Community Engagement training
- Professional and peer mentorship
- [Find all AmeriCorps VISTA benefits here](#)

About the Fellowship

The Move for America Fellowship, in partnership with AmeriCorps VISTA, is a paid, 12-month immersive service learning experience grounded in community engagement. Move for America Fellows build the capacity of community-based organizations by convening diverse community voices in decisions that affect their lives.

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All Fellows participate in our Inclusive Leadership training program, which includes over 80 hours of learning together with your cohort of Fellows, focused on intercultural communication, navigating conflict, engaging communities, and professional growth.

Commitment to Inclusion & Equal Opportunity Employer

Move for America's mission is to bridge divides and strengthen civic dialogue. We work to create an inclusive and thriving society where all voices matter and where no person is marginalized for their identity. Move for America is an equal opportunity employer and prohibits discrimination and harassment of any kind in any part of our business and partnerships. We hire talent with a transparent and equitable process for all who apply. All employment decisions are made without regard to age, race, ethnicity, national origin, religion, gender, sexual orientation, disability, medical history, or any other protected statuses. We believe our differences make us stronger and encourage all interested candidates to apply. [Read our full Commitment to Inclusion and Equal Opportunity Employer Statement here.](#)

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