

Resident Asset Development Program Associate

The Program Associate position for Resident Asset Development (RAD) will assist Chelsea Neighborhood Developers fulfill its mission of creating opportunities for Chelsea residents to invest in the transformation of their own communities. Chelsea Neighborhood Developers believes that as residents develop skills and wealth-building assets such as homes, savings and education, their ability to contribute to the community increases. In turn, as our community strengthens, its residents are more likely to grow and prosper.

The Program Associate will be responsible for managing the Financial Empowerment (financial literacy) and VITA (free-tax preparation) Programs; supporting RAD participants through one-on-one counseling and facilitating peer learning; and contributing to crafting programmatic responses to participant needs.

Qualifications

- Excellent Bi-lingual communication skills (Spanish/English)
- BA degree or 3-5 yrs experience in similar position
- Familiarity with MS office suite (Word, Excel, Powerpoint)
- Ability to work some nights and weekends
- Positive, friendly attitude and ease relating to diverse groups
- Genuine enthusiasm for meeting people and for motivating and involving them in community activities.
- Commitment to, and interest in, economic empowerment
- Demonstrated ability to work independently and as a part of a team
- Excellent organizational skills and ability to prioritize multiple tasks and duties.

To Apply

Chelsea Neighborhood Developers is an Equal Opportunity and Affirmative Action Employer.

Submit cover letter and resume to:

Human Relations Manager
Chelsea Neighborhood Developers
4 Gerrish Avenue
Chelsea, MA 02150

Or email to personnel@chelseaND.org. Please specify position in the subject line.