



Vietnamese American Initiative for Development, Inc.
42 Charles Street, Suite E, Dorchester MA 02122
Tel: 617-822-3717 - Fax: 617-822-3718 - www.vietaid.org

Job Overview: VietAID seeks a bilingual Vietnamese-English case manager to support VietAID work to assist community members to apply for social services program. This position is fulltime contract for 6 months with opportunities for permanent.

The Vietnamese American Initiative for Development (VietAID) was founded in 1994 by community leaders and residents who believed that a community development corporation would provide comprehensive economic development programs and services to alleviate poverty and advance civic participation in the Fields Corner Vietnamese community of Dorchester. VietAID's programs include an accredited bilingual pre-school, out of school time youth development, drop in day program for older adults and affordable housing creation and preservation. VietAID manages a growing portfolio of deeply affordable housing units across Fields Corner and Dorchester.

VietAID developed and operates the Vietnamese American Community Center (VACC). VACC serves a place for the community to come together and take part in or learn about programs that can help them improve their health, education, financial well-being, and more. VietAID is just one of several community organizations that operates out of the VACC. On any given day, as many as 200 children, youth, and adults access services in the building.

Responsibilities and Duties:

- Work with Community Engagement Coordinator to provide case work for Vietnamese community members in areas such as unemployment and rental assistance
- Help clients apply for support programs
- Follow up with government agencies as needed
- Manage request volume through tracking
- Complete other tasks and projects related to the job, as needed.

Qualifications and Skills: *We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described below.*

- Interest in helping Vietnamese community members
- Bilingual in Vietnamese and English
- Ability to manage multiple timelines and reporting processes
- Proficient with MS Office suite
- Ability to pay close attention to detail
- Ability to juggle multiple tasks and priorities
- Ability to work in a fast paced, multi-cultural environment
- Bilingual in Vietnamese and English
- Demonstrated diplomacy, sense of humor and grace towards others

Start date is as soon as possible. Location: Work will be primarily at our main office (42 Charles Street Suite E Dorchester MA 02122) with opportunities for remote as appropriate.

Compensation: This position is \$20/hour up to 40 hours per week.

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Please submit cover letter and resume to contact@vietaid.org. Position is opened until filled. No phone inquiries. Interview will be remote via Zoom.

As an EOE/AA employer, VietAID will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.

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