



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 committed coordinator to lead our social service programs from implementing direct support to creating policy recommendations. This position is fulltime and reports to the Director of Programs.

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:

- Managing VietAID's social service programs that range from helping clients with applications (rental assistance, unemployment and other safety net programs) to supervising food distribution program
- Manage organization's database for all VietAID's programs
- Maintain confidential client files
- Represent VietAID to external stakeholders in areas of food insecurity, employment, rental assistance and language access
- Work with organizational partners to develop policy recommendations in areas of food insecurity, employment and language access
- Supervise case management staff, interns, volunteers as needed to fulfill the core aspects of service work
- Work with Director of Programs to track progress of the program
- Work with program and communications staff on reporting
- 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.*

- Minimum two or more years of nonprofit experience
- Minimum two or more years with supervision
- Ability to manage multiple timelines and reporting processes
- Proficient with MS Office suite and enterprise implementation systems such as Salesforce
- Demonstrated ability to play close attention to detail
- Demonstrated skill in providing a high level of service to multiple clients

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- Experience working as part of a team delivering coordinated services
- Ability to juggle multiple tasks and priorities
- Ability to work in a fast paced, multi-cultural environment
- Commitment to the work of social and economic justice
- Understanding of Vietnamese immigrant experience
- Bilingual in Vietnamese and English
- Demonstrated diplomacy, sense of humor and grace towards others

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

Compensation: The salary range for this position is \$45,000-\$55,000 and is commensurate with experience.

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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