



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 Description: Director of Programs

Job Overview: VietAID is seeking to fill a Director of Programs position to oversee new and emerging work for the organization. This position is fulltime and reports to the Executive Director.

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.

Over the last two years, VietAID has begun to explore our work around climate resiliency, youth development and worker justice. In the last year, the organization has pivoted to increase our capacity to provide services to meet the needs of our community: language access support for safety net programs and food insecurity. VietAID is excited to launch a new position to oversee these emerging work areas. This position is fulltime and reports to the Executive Director.

Responsibilities and Duties:

Program Development and Supervision (50%)

- Supervise and support VietAID's service and organizing programs: youth development, climate resiliency, nail salon project and service.
- Support program staff to develop the leadership and agency of Vietnamese immigrants and Fields Corner residents
- Represent VietAID to external stakeholders in areas of climate resiliency, worker justice, language access and food insecurity
- Work with organizational partners to develop policy recommendations

Program Administration (25%)

- Hire and supervise staff, interns, volunteers as needed to fulfill the core aspects of service work
- Work with Executive Director to track progress of the program and budget
- Work with program and communications staff on reporting

Fundraising (25%)

- Work with Executive Director and Fundraising consultant to identify grant and funding opportunities

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- Represent VietAID to funders, as appropriate
- 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.*

- Five or more years of nonprofit experience
- Two or more years with supervision
- Two or more years with program development
- Understanding of Vietnamese immigrant experience
- Ability to manage multiple timelines and reporting processes
- Proficient with MS Office suite and enterprise importation systems such as Salesforce
- Ability to play close attention to detail
- 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
- 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 starting salary for this position is \$65,000-\$80,000 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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