



## **Southeast Asian Coalition of Central Massachusetts**

484 Main St. Suite 400 Worcester, MA 01608  
Phone # 508-791-4373; Fax 508-459-5284

### **Direct Services/Administrative Assistant**

**Job Description:** The Southeast Asian Coalition is seeking a reliable, enthusiastic full-time Direct Services/Administrative Assistant member who is committed to the Southeast Asian Coalition mission and goals. This person will be responsible for providing direct services to daily walk-in clients and assist the Executive Director with program planning and fundraising.

#### **Requirements:**

BS/AS in human services or at least two to three years of experience in the human services field. Bilingual/Bicultural Asian American is a plus.

#### **Interpersonal Relationships/Organizational Expectations:**

1. Ability to use Microsoft programs: excel, word, publisher, PowerPoint, etc.
2. Ability to deal with sensitive information in a highly confidential manner.
3. Effective communication skills, both oral and written, with clients, families, visitors, co-workers, funders and other regulatory agencies.
4. Ability to function independently/ flexibly with minimal supervision.
5. Able to communicate in English and another Southeast Asian language appropriate to the center's client population.
6. Awareness of resources available within the service area to accommodate the needs of clients.

#### **Responsibilities**

- Provide direct services for daily walk-in clients
- Oversee volunteers and Senior Employment activities
- Manage client data base system and update the SEAC's website
- Process paperwork including correspondence with customers and others.
- Collect data, assist in preparing reports and documents.
- Plan and prepare monthly activity schedules and reports.
- Assist with programs' daily activities
- Assist with fundraising and grant writing
- Attend professional development conferences and training and meetings to enhance personal and programmatic goals
- Report to SEAC Executive Director.

*Submit resume & cover letter to:*

***Southeast Asian Coalition of Central Massachusetts  
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Phone: 508-791-4373 Fax: 508-459-5284  
Email: [thuhale@seacma.org](mailto:thuhale@seacma.org)***