



Southeast Asian Coalition of Central Massachusetts

120 Chandler St. Worcester, MA 01609
Phone # 508-791-4373; Fax 508-459-5284

Fundraiser/Office Assistant

Job Description: The Southeast Asian Coalition is seeking a reliable, enthusiastic Fundraiser/Office Assistant member who is committed to the Southeast Asian Coalition mission and goals. This person will be responsible for assisting the Executive Director with planning for events, fundraising and administration duties.

Requirements:

BS/AS in human services or at least two to three years in the human services field. Bilingual/Bicultural Asian American is a plus but not required.

Interpersonal Relationships/Organizational Expectations:

1. Willingness to be flexible in the development of new methods of community service delivery.
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. Able to communicate in English and another Southeast Asian language appropriate to the center's client population.
5. Knowledge of Quickbook, Excel, Microsoft Office Programs preferred.
6. Ability to function independently with minimal supervision.
7. Ability to multi-task while being keen to detail.
8. Awareness of resources available within the service area to accommodate the needs of clients.

Responsibilities

- Assist with event planning, grant writing, and fund-raising development
- Maintains accurate program records and client files as directed and update SEAC's website
- Maintains files of information on a wide range of services available from public agencies and community organizations. Familiarizes self with these resources.
- Keep track of clients info, compilation of reports required by the funders
- Volunteer recruitment and training and other practices to ensure the smooth day-to-day running of the Center.
- Oversee volunteers and Senior Employment activities
- Attend professional development conferences and training and meetings to enhance personal and programmatic goals
- Must have a valid driver's license and reliable transportation.
- Report to SEAC Executive Director.

Dead line to submit application is February 2011.

Submit resume & cover letter to:
Southeast Asian Coalition of Central Massachusetts
120 Chandler Street, Worcester, MA 01609
Phone: 508-791-4373 Fax: 508-459-5284
Email: thuhale@seacma.org