



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

Community Engagement Coordinator

Job Overview: VietAID seeks a committed coordinator to lead our direct social service programs from implementing direct support to creating policy recommendations. This position is full time and reports to the Director of Operations.

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 preschool, 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 as 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:

- Manage VietAID's direct 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 databases on Google Suite and Salesforce 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 Operations to track progress of the program and meeting the daily needs of operating the office
- 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 with supervisory experience
- Ability to manage multiple timelines and reporting processes
- 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
- Competent writing and communication skills – including the ability to communicate technical information
- Experience working with Salesforce data integration and operation
- Experience working with Google Drive and Microsoft Office
- Understanding of Vietnamese immigrant experience
- Familiarity with Fields Corner neighborhood

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 \$50,000 - \$65,000 and is commensurate with experience.

Please submit your cover letter and resume to jobs@vietaid.org with the subject line *Community Engagement Coordinator - Applicant*. This 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.