

Ethnic Community Self-Help Project MAA Coalition Coordinator

The Massachusetts Mutual Assistance Association (MAA) Coalition's mission is to promote solidarity and collaboration among grassroots Community Based Minority Organizations (CBMOs) serving refugees and immigrants in order to strengthen and provide a voice for these communities in Massachusetts. The MAA coalition is committed to advocating for their communities through capacity building and leadership development, and addressing needs through the promotion of culturally and linguistically accessible services. Founding members include the Russian Community Association of Massachusetts, Somali Development Center, Ethiopian Community Mutual Assistance Association, Eritrean Community Center, Haitian American Public Health Initiatives, Refugee and Immigrant Assistant Center, Vietnamese American Civic Association, Southern Sudan Solidarity Organization, Sudanese American Integration and Development Center and the Bosnian Community Center for Resource Development.

The MAA Coalition seeks a part-time (25-30hours) Coalition Coordinator to:

1. Provide logistical support for all activities and projects of the coalition, including:
 - a. Manage communication among coalition members
 - b. Support the work of coalition subcommittees on fundraising, public relations and education and training
 - c. Coordinate, edit, compile and assist in writing funding proposals
 - d. Assist in the planning and implementation of trainings and events
 - e. Prepare informational materials on the coalition
 - f. Manage coalition membership, including outreach to new groups
2. Manage logistics of monthly coalition meetings (minutes, reminders, etc.)
3. Assist coalition members in coalition-related tasks as assigned.

Required qualifications:

1. A Bachelor's degree and/or three years experience in community organizing around refugee and immigrant related issues. *Master Degree preferred.*
2. Outstanding verbal and written communication skills.
3. Minimum 2 years experience working with refugees and immigrants
4. Knowledge of and enthusiasm for refugee and immigrant communities in Massachusetts and the issues and challenges they face
5. Sensitivity to and respect for a broad range of cultures, religions and approaches
6. Demonstrated commitment to cultural diversity and collaborative process
7. Excellent writing, organizational and communication skills
8. Demonstrated experience with proposal-writing, training, and/or event planning
9. Knowledge of U.S. immigration systems
10. Knowledge of mainstream social services systems in the Commonwealth.

All interested candidates should forward a cover letter and resume to :

Jean Marc Jean-Baptiste
Haitian American Public Health Initiatives
10 Fairway Street
Mattapan, MA 02126
Or fax: (617)-296-1570

Resumes must be received by 5:00 p.m. on Monday, December 18, 2006 to be considered.