



**Position: Executive Assistant (Part-Time)**

**Location: Lowell, MA**

**Organization Overview:** Founded in 1984, The Cambodian Mutual Assistance Association is dedicated to improving the quality of life for Cambodian Americans and other minorities and economically disadvantaged persons in Lowell through educational, cultural, economic and social programs.

**Position Overview:** Reporting to the Executive Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

**Responsibilities:**

- Completes a broad variety of administrative tasks for the Executive Director including: managing an active calendar of appointments; composing and preparing correspondence that is sometimes confidential; arranging travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Communicates directly, and on behalf of the Executive Director, with Board members, donors, Foundation staff, and others, on matters related to Executive Director's programmatic initiatives.
- Provides a bridge for smooth communication between the Executive Director and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the Executive Director to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Executive Director, some of which may have organizational impact.

**Qualifications:**

- Minimum of 1 year' experience with administrative and clerical work
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Excellent verbal and written communication skills
- Experience and interest in internal and external communications and partnership development
- Must be well organized, detail oriented with excellence in multitasking
- Working knowledge of nonprofit resource development, community organizing, and neighborhood planning
- Personal qualities of integrity, credibility, and a commitment to and passion for CMAA's mission
- Associates degree preferred but not required.

**Compensation:** Part-Time salary commensurate with experience.

**Starting Date:** Immediate

**Procedure for Applying:** Qualified candidates should e-mail current resume, together with a cover letter indicating interest in the position to Sovanna Pouy, Executive Director at [spouy@cmaalowell.org](mailto:spouy@cmaalowell.org). Applications will be reviewed on a rolling basis.

CMAA is an equal opportunity employer.