



CMAA គម្រោងជំនួយ
CAMBODIAN MUTUAL ASSISTANCE ASSOCIATION OF LOWELL, INC.

Young Professional Program Coordinator - (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 Program Assistant, the YPP Coordinator will oversee the program as whole and will be responsible for the success for the Young Professionals Leadership Program. The YPP Coordinator will be the primary contact to all students in such needs as; College Application, FAFSA, homework help and any type of mentorship.

Responsibilities:

- Assist Program Coordinator and Assistant Coordinator at Cambodian Mutual Assistance Association of Greater Lowell, Inc.
- Supervise the Young Professional Program
- Assist Program Coordinator and Assistant Coordinator with writing syllabus and providing training on topics focused on stages of youth development, how to keep participants engaged and on task, being a positive role model for youth, conflict resolution and official protocol around emergencies (first aid & CPR) and mandatory reporting of suspected abuse.
- Overseeing Young Professional skill sets needed to manage a group of High School age youth. Activities include icebreakers, art projects, sport activities, field trips oversight while following the curriculum.vb
- Assist in building a stronger community through individual participation.
- Attend First Aid & CPR training.
- Also help develop leadership and Social Skills in all participants through activities performed and relationships built.

Qualifications:

- Ability to speak, read and write in Khmer is preferred.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Excellent verbal and written communication skills.
- Personal qualities of integrity, credibility, and a commitment to and passion for CMAA's mission.
- Must have a driver license and transportation (Optional) .

Compensation: Part-Time salary commensurate with experience

Start Date: Immediate

Procedure for Applying: Qualified candidates should email the current resume, together with a cover letter indicating interest in the position to Ida Borin at IdaBorin@cmaalowell.com or Kennis Mor at KennisYin@cmaalowell.org. Applications will be reviewed on a rolling basis.

CMAA is an equal opportunity employer.