



CMAA គម្រោងជំនួយ

CAMBODIAN MUTUAL ASSISTANCE ASSOCIATION OF GREATER LOWELL, INC. →

Small Business Liaison (Part-Time)

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, and social programs.

Position Overview: Reporting to the Executive Director, the Small Business Liaison serves as the primary point of contact for internal and external constituencies on all matters pertaining to small business outreach. The small business liaison also serves as a connection to the teams at CMAA; organizes and coordinates outreach and external relations efforts and oversees special projects. The candidate will have background experience in business, strong written and verbal communication, social media marketing skills, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

Responsibilities:

- Conducts outreach and connects small business owners with resources provided by the City of Lowell and EforAll,
- Connects entrepreneurs with resources provided by local programs through outreach and social media marketing
- Maintains and updates records of data collected from outreach and support of small businesses, entrepreneurs as well as a database of minority and women-owned business
- Partners with CMAA translation team to provide translation and interpretation assistance to the City of Lowell, EforALL, and partners

Qualifications:

- Bachelor's degree in business development, management, or marketing OR Associates degree plus 2 to 3 years of experience in a small business environment
- Working knowledge of nonprofit and small business resource development
- Strong organizational skills and ability to perform and prioritize multiple tasks with attention to details
- Excellent verbal and written communication in English required
- Excellent verbal and written communication in Khmer preferred
- Basic video creation/editing skills for social media marketing
- Ability to work independently as well as collaboratively in a team environment
- Commitment to CMAA's mission and the community

Compensation: Salary commensurate with experience

Starting Date: Immediate

To Apply: Please submit your cover letter and resume to Sothea Chiemruom, Executive Director, at jobs@cmaalowell.org

CMAA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, gender, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.