

# Asian Center of Merrimack Valley

1 Ballard Way, Lawrence, MA 01843 978-683-7316 Fax: 978-683-9075

<http://www.asiancentermv.org> ACMV@Comcast.net



## Executive Director Position

### **Purpose of Position:**

This position exists to manage and coordinate all administrative services, operations, and financial functions of the Center, including the supervising, accounting, and clerical functions and support of personnel and the Board of Directors.

### **Minimum Training and Experience Required to Perform Essential Job Functions:**

Ability to communicate (written and verbally) with all levels of personnel, the Board of Directors, and outside vendors in a professional manner. Excellent computer skills are essential. Proficient in Windows based software programs, including entire MS Office Suite. Experience using accounting software, e.g. QuickBooks a plus. Possess an energetic personality, and is extremely reliable, stable, and motivated. Position requires ability to “multi-task” and to be detail oriented. Must have minimum of 5 years of experience. Experience with facilities, administration, customer service, vendors, contracts and supplies. College degree (or progressing to a degree), preferably with a business orientation. Experience in social services is necessary. The ability to relate to people of varied economic, racial, ethnic, and religious backgrounds is vital.

The Asian Center of Merrimack Valley, Inc., is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Center will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **Please send resumes to:**

[ACMV@Comcast.net](mailto:ACMV@Comcast.net) or

**PO Box 1658**

**Andover, MA 01810**

### **About the Asian Center:**

Our mission is to support Asian immigrants and refugees in their efforts to build a stable future and to become participating members of their new community. The Asian Center is striving to address the challenges facing these Asian families.

Founded by the Sisters of Charity in 1987, the Asian Center was formed in response to the critical unmet needs of a new Asian immigrant and refugee population making their home in the Greater Lawrence area.

The Asian Center is the only agency in the Lawrence area whose primary mission is to address the needs of the Asian Community. We also serve many members of the Caribbean Community.

Today the Center has developed into a multi-service, family-oriented, intergenerational agency investing in the growth and development of the Asian community and culture.