



Association of Vietnamese Americans, Inc.
Hội Người Mỹ Gốc Việt



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*Selected as "one of
the best small
charities in the
Greater Washington
Region"*

AVA Executive Director Job Announcement

The Association of Vietnamese Americans (AVA), formerly known as Maryland Vietnamese Mutual Association (MVMA), is seeking an energetic and community-oriented professional to serve as Executive Director for its programs serving Vietnamese-American youth, parents and senior citizens.

Duties and Responsibilities

The Executive Director shall be responsible for managing the day-to-day operations of AVA. The responsibilities include but are not limited to:

- Prepare proposals to secure grants and other funding sources for AVA;
- Implement and execute programs funded through grants and AVA initiatives;
- Be accountable for all receipts and disbursements of the organization; and
- Hire, train, and supervise staff to help carry out the organization's mission.

Minimum Qualifications and Preferred Skills

The ideal candidate will have the following minimum qualifications and skills:

- U.S. citizen or permanent resident alien (Green Card holder)
- Bachelor's Degree plus relevant experience
- Well-organized and focused individual
- Strong leadership and management skills
- Excellent written and verbal communication skills
- Strong desire to help others
- Computer skills: Microsoft Office (Word, Excel, PowerPoint, etc.), QuickBooks
- Fluency in Vietnamese language a plus

Salary and Benefits

Salary and benefits will be commensurate with experience.

To Apply

Submit your résumé and cover letter to Hoan Dang, Executive Search Committee, at: Hoan.Dang@mdvietmutual.org . No phone calls accepted! Qualified applicants will be notified for an interview. This position will be "open until filled."

For more information about AVA, visit: www.avaus.org .