



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



8121 Georgia Avenue, Suite 503
Silver Spring, MD 20910
Phone: (301) 588-6862 Fax: (301) 576-4502
Web: www.mdvietmutual.org
Email: info@mdvietmutual.org

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

AVA Program Manager 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 Program Manager for its programs serving Vietnamese-American youth, parents and senior citizens.

Duties and responsibilities include the following:

- Implement and manage AVA programs and services to achieve AVA's mission;
- Establish sound working relationships and collaborative arrangements with clients and community groups in order to deliver culturally and linguistically appropriate services;
- Provide monthly budget and activity reports to the Executive Director;
- Develop the annual work plan and program budget in conjunction with the Executive Director;
- Contact Country and State officials, and private foundations, to seek grant information;
- Help prepare grant proposals and develop additional financial and non-financial resources; recruit and train program staff and volunteers;
- Maintain a working knowledge of significant developments, needs, and trends in the community as well as the nonprofit sector.

Minimum Qualifications and Preferred Skills:

- U.S. citizen or permanent resident alien (Green Card holder)
- Bachelor's degree, plus relevant experience
- Strong organizational and leadership skills
- Excellent written and oral communication skills
- Share a passion for community service and civic engagement
- Computer skills: Microsoft Office (Word, Excel, PowerPoint, etc.), QuickBooks
- Fluency in Vietnamese language a plus

Salary and Benefits: Commensurate with experience

How to Apply: Send your résumé and cover letter to Mr. Thomas Tran, Executive Director, at Thomas.Tran@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.