



Center for New Americans
A Community-Based Education and Resource Center for
Immigrants and Refugees in Western Massachusetts

CENTER FOR NEW AMERICANS **DEVELOPMENT AND MARKETING ASSOCIATE**

Center for New Americans seeks a part-time Development & Marketing Associate to support the organization's fundraising and online marketing efforts. Primary responsibilities include donor research with a focus on individuals; designing and implementing appeals to businesses and individuals; marketing and public relations, with a focus on social media. Responsibilities also may include assistance with the preparation of funding proposals, and with planning and implementing events. The position is 20 hours/week.

Required qualifications include experience in development and marketing for non-profit organizations; experience with individual solicitation; proficiency with technology, including social media and donor software; strong oral and written communication skills; strong organizational skills, including a system for follow-up and donor management. Preferred qualifications include an ability to work flexible hours, including some evenings and weekends as needed; experience working with immigrants, and a commitment to immigrant services.

Center for New Americans is a non-profit, community-based education and resource center for immigrants in Western Massachusetts. CNA has program sites in Amherst, Greenfield, Northampton, and Turners Falls. CNA's main office is in Northampton.

Interested candidates should email a cover letter, a resume, and a writing sample to Hiring@cnam.org.

Center for New Americans is an Affirmative Action /Equal Opportunity Employer.

Center for New Americans (CNA) is a community-based non-profit adult education center located in Western Massachusetts. Using a participatory approach to instruction, CNA provides limited-English proficient adults with the education and resources to learn English, become involved members of their new communities, and ultimately obtain the tools necessary to secure economic independence and stability.