



## Center for New Americans

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

Center for New Americans seeks a part-time administrative support associate for a 20-hour/week, year-round position.

Successful candidates will have experience:

- in reception, welcoming the public in person and by phone;
- with technology, including data entry and management as well as troubleshooting basic office equipment;
- with copying, filing, and digitizing materials;
- with supporting multiple staff;
- with managing office calendars;
- with multi-tasking;

Preferred candidates are highly organized, meticulous in attention to detail, proficient oral and written communications in both English and Spanish, and comfortable working with people from a variety of ethnicities and backgrounds.

Interested candidates should email a cover letter, resume, and a list of three professional references to [hireing@cnam.org](mailto:hireing@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 that provides the underserved immigrant, refugee and migrant communities of Massachusetts' Pioneer Valley with education and resources to learn English, become involved community members and obtain tools necessary to maintain economic independence and stability.*