



Center for New Americans

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

Development Associate Job Posting

Center for New Americans seeks an experienced development professional for a part-time position totaling 25 hours per week year-round.

The Development Associate will work with the director to initiate and implement development campaigns with an emphasis on individual donor cultivation and solicitation, business outreach and sponsorships, event planning and social media campaigns. The Associate will also be tasked with some administrative and data management tasks.

Center for New Americans is hoping to receive applications from skilled candidates from a variety of backgrounds, particularly in regard to race, culture, and language proficiency. Preference will be given for candidates who bring experience, capacity, and perspective to strengthen the organization's capacity to meet its mission. The pay scale is \$23-25/hour commensurate with experience.

Interested candidates should email a cover letter, resume, and a list of 3 professional references to [hiring@cnam.org](mailto: 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.