

Fiscal and Administrative Coordinator

Center for New Americans seeks a full-time fiscal and administrative coordinator. Successful candidates will have a strong background in non-profit/fund accounting; a minimum of five years experience in grants management, accounts payable and receivable, budget preparation, expense tracking, and payroll processing.

In addition, candidates will have some experience with compliance with employment law; personnel records management; and office administration.

Candidates will also be committed to Center for New Americans' mission of welcoming and serving immigrants.

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.

To apply, please email a cover letter, resume, salary requirements, and contact information for two professional references to hire@cnam.org.

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