

Our Mission: The mission of the Center for Southeast Asians (CSEA) is to promote the prosperity, heritage, and leadership of SEA in Rhode Island.

Our Vision: SEA are active participants in the social, civic, and political life of Rhode Island. Our generations work together to preserve the traditions and culture of SEA, plan for the future, achieve economic prosperity and ultimately enrich our communities.

The CSEA is a welcoming, vibrant and trusted resource for the advancement of the SEA community. We foster the knowledge and skills necessary to be the leaders of today and tomorrow. We promote cultural diversity, understanding, and preservation.

Our Guiding Principles: We are united and grounded by our history and rich traditions and cultures. We are committed to the success of our clients, helping them to move ahead. As such, we provide our clients with the skills and knowledge necessary to be self-sufficient and to advocate for their own needs. We hold the highest standards for performance and integrity. We are accountable to our community to produce results. We value collaboration and build partnerships to advance our programs and services.

Whom we serve: CSEA was founded in 1987 by a collaboration of Mutual Assistance Associations to serve four Southeast Asian communities (Cambodian, Hmong, Laotian and Vietnamese) who arrived in Rhode Island as refugees. Today, we continue to serve SEA and their families and, as is our tradition, invite other community members to participate in and benefit from our programs and services.

Accomplishments: Our programs support community and economic development, community problem-solving, family harmony, and community well-being. We employ a family support model that works in collaboration with existing community-based services and systems. Services range from crisis intervention to support with basic needs and social welfare. Working to bridge linguistic and cultural barriers, we empower and enable families to stabilize and achieve success.

Capacity: The staff is representative of SEA community we serve – Cambodian, Hmong, Laotian, and Vietnamese. The majority of staff is bilingual and bicultural with appropriate linguistic and cultural competencies to best serve our four target communities. Clients know and trust our staff as members of their own community. This recognition enables staff to effectively outreach and provide services to our constituents.

Job Description

Job Title: Program Associate

Responsibilities:

The Program Associate provides leadership and supervision to staff and volunteers who work directly with these services and programs. The Associate serves as an integral part of the administrative team and has direct reporting responsibility to the Director of Programs.

- Provide administrative support for Social Service programs with Director of Programs and consultants
- Manage and provide direct supervision for multiple programs.
- Maintain a strong collaborative relationship with the overall organization across departments.
- Manage and supervise staff, volunteers, and interns.
- Develop and sustain community partnerships with local agencies to address various community needs, populations, and social issues.
- Work in partnership with the community leaders to engage and create opportunities for the community through service and leadership development.
- Create, plan, and implement outcome-driven assessment tools for departmental programs and services.
- Provide direct support and services to CSEA clients.
- Achieve and track program goals, collect and input data in appropriate tool and systems in close collaboration with the Director of Programs.
- Comply with all applicable rules, regulations, and agreements of the organization.
- Assist in grant research and development with administrative team
- Attend trainings as required for role of Program Associate
- Collect and submit reports as needed
- Comply with other duties as assigned

Qualifications:

- Bachelor level (Master's preferred) degree in social work or related field and at least 5 years experience in social services (or related field) required.
- Excellent customer service, strong written and oral communication abilities, and proven interpersonal skills are also required.
- Experience in community program services, community engagement, non-profit, and/or leadership development preferred.
- Computer proficient-Microsoft Office, Outlook, Excel, and ability to navigate the World Wide Web.
- Able to manage multiple tasks, good time management, and detail oriented.
- Ability to work independently and as part of a team.