



## *Massachusetts Association of Community Health Workers*

*c/o Massachusetts Public Health Association  
434 Jamaicaaway, Jamaica Plain, MA 02130  
www.machw.org*

### **Executive Director (Part Time – 30 hours)**

Reporting to the Board of Directors, the Executive Director has overall responsibility for the visibility, vitality and growth of the organization.

#### **Responsibilities include:**

- Provide organizational leadership and vision.
- Build and maintain collaborative relationships with local, state, regional and national public health community health worker advocacy organizations and funders.
- Assure MACHW and its mission is consistently presented in a strong, positive manner.
- Develop and implement annual organizational budget with treasurer and our fiscal agent including managing and negotiating contracts.
- Provide supervision for the policy director.
- Provide direction for MACHW's consultant grant writer/researcher.
- Engage and develop leadership among the board of directors and its committees.
- Lead the organization in its transition from dependency on a fiduciary agent to an independent 501(c)3 organization.
- Perform other duties as determined by board of directors.

#### **Qualifications:**

- Excellent English writing and oral communication skills.
- Excellent financial leadership, strategic and budget planning and analysis.
- Organizational leadership and development skills.
- Ability to foster good working relationships and communicate well with diverse cultures.
- Self-motivated team leader; able to achieve objectives with minimal supervision.
- Must have vehicle to conduct statewide travel.
- Prior MA community health worker experience preferred.
- Previous non-profit executive director a plus.

#### **Compensation:**

Salary range low to mid \$30 K annually, plus mileage reimbursement, vacation, holiday, sick and personal time. Additional benefits are negotiable.

#### **To Apply:**

Please send a resume and your perspective and value of leadership development for community health workers in a cover letter by **Friday, January 29, 2010** to Violet Matos, Board Chair at [vltmatos@yahoo.com](mailto:vltmatos@yahoo.com). Diverse candidates encouraged to apply. No Calls Please.