



Southeast Asian Assistance Center

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JOB ANNOUNCEMENT

Position: Executive Director

The Southeast Asian Assistance Center (SAAC) is a non-profit organization incorporated in 1991 to be the premier provider of trusted, high quality, culturally and linguistically responsive services to immigrants and refugees so they can become healthy and contributing members of society. Although SAAC initially served primarily the Southeast Asian community, it is now a multi-ethnic serving organization that is the assisted language access provider for Sacramento County's Division of Behavioral Health Services (DBHS) which encompasses both mental health and alcohol and drug services. SAAC currently provides interpretation and translation services to DBHS providers and clients in the following languages: Hmong, Spanish, Russian, Chinese, Vietnamese, Mien, Cambodian, Lao, Arabic, Punjabi, Hindi, Farsi, Dari, and Pashto. Additionally, in collaboration with Asian Law Caucus, SAAC hosts a free naturalization and immigration legal clinic once a month. Lastly, SAAC continues to assist community members by holding weekly support groups and providing health and other navigation services.

Position Overview

An Executive Director is needed with the skills and experience to work in Sacramento and the surrounding areas to create relationships and partnerships that address the needs of the communities being served and to seek and secure funding in order to sustain the financial viability of SAAC. The Executive Director must have demonstrated experience and knowledge working with a diverse team of interpreters and staff members.

Responsibilities

- Provide overall hiring, supervision, and leadership to a culturally diverse staff.
- Ensure that staff is adequately trained to provide culturally & linguistically competent services to clients.
- Revise and maintain systems and procedures by analyzing operating practices, record keeping systems, forms control, office layout, and budgetary and personnel requirements.
- Model professional behavior and coach/mentor staff to develop their maximum potential.
- Ensure quality program services within established budgets.
- Responsible for the acquisition and renewal of grants and other funding opportunities.
- Complete monthly, quarterly, and annual reports for funding source.
- Provide all documentation to comply with contractual agreements.
- Conduct program monitoring and evaluation.
- Responsible for completion of all administrative, financial, and organizational functions.
- Attend meetings of Sacramento County's Cultural Competence Committee, as well as meetings of other associations and collaboratives.
- Maintain close working relationships with funders and other community agencies.
- In partnership with Board of Directors, set long and short-term program and strategic goals.

- Implement Board policies.
- Review and address client and staff concerns and grievances.

Qualifications

- At least five years experience in non-profit management, involving human services such as mental health, social work, or counseling.
- B.A. required, Masters or equivalent preferred.
- Demonstrated ability to manage people and systems, work collaboratively with administration, other agencies and external stakeholders.
- Demonstrated ability to accurately document and maintain records.
- Flexibility, accountability, reliability, professionalism and the ability to foster collaboration.
- Effective written and oral communication skills.
- Proficient in MS Office software suite including Access, Word, Excel, PowerPoint; familiarity with QuickBooks Pro is preferred.
- Extensive knowledge of community resources and services.
- Familiarity with a variety of refugee/immigrant communities in the Sacramento area and their needs and strengths.

Salary

Competitive salary commensurate with experience. Compensation package includes medical and dental insurance.

Application Instructions

Download the application from <http://saacenter.org/application>. Email cover letter, resume, and application to info@saacenter.org or send the hard copies to:

Southeast Asian Assistance Center
Attn: Personnel Committee
5625 24th Street
Sacramento, CA 95822

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