



330 FULLER STREET, DORCHESTER, MA 02124 P: 617-287-0096 F: 617-287-0170

Founded in 1988, Association of Haitian Women in Boston (AFAB) has a mission to empower Haitian women by helping them develop their individual and collective capacity to improve their social, economic and political status to effect positive changes. AFAB has developed an affordable housing project, KAFANM, which provides a community space where women and their families improve their lives through domestic violence prevention, adult education (ESL, Haitian Creole Literacy, and Financial Literacy) and youth empowerment programs.

Position: Office Support Worker

Reports to: Executive Director

General duties: The Office Support Worker is responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.

Responsibilities:

- Greet and assist people who come to the office
- Receive, direct and relay telephone and email messages
- Facilitate Zoom and Google meet sessions for English as a Second Language (ESL) and Haitian Creole literacy classes
- Attend the monthly Haitian Roundtable and other meetings related to the position
- Assist with all major annual event
 - Clergy Breakfast (July)
 - Domestic Violence Prevention Forum (October)
 - AFAB Annual Celebration/ Fundraiser (October)
- Attend to clerical office support
- Produce quarterly newsletter
- Keep the office clean and orderly
- **Perform other duties as required**

Requirements:

- Fluency in Haitian Creole and English
- Familiarity with Haitian Culture
- Ability to follow directions
- Dedication to detail, accuracy
- Excellent customer service skills; pleasant telephone manner
- Excellent communication and organizational skills
- A clear understanding of purpose, goals, and objectives of AFAB

Please send resume, cover letter and, 3 references to:

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