

**To apply**

Mail your resume and a cover letter indicating your interest to:

Tania Duarte

Massachusetts Advocates for Children

25 Kingston St. 2nd floor

Boston, MA 02111

[tduarte@massadvocates.org](mailto:tduarte@massadvocates.org)



MASSACHUSETTS  
ADVOCATES  
*for* CHILDREN

## JOB ANNOUNCEMENT

### **Massachusetts Advocates for Children: Special Assistant to the Director**

Massachusetts Advocates for Children (MAC) is a non-profit organization dedicated to being an independent and effective voice for children who face significant barriers to equal educational and life opportunities. For nearly 40 years, MAC has responded to the needs of children who are vulnerable because of disability, poverty, race/ethnicity, or limited English. With an annual budget of \$1.2 million, MAC currently has major projects related to school reform in Boston, the impact of trauma on learning and behavior, and special education for children with autism, children in Somerville and students transitioning from high school. For more about MAC, visit our website ([www.massadvocates.org](http://www.massadvocates.org)).

**Position Overview: MAC is seeking a Special Assistant to the Director who will participate in communication and fundraising activities and manage the organization's databases and websites.**

#### Duties and responsibilities will include:

- Participate in on-going newsletter writing/publication and help develop regular e-newsletter capacity;
- Serve as webmaster for MAC website and assist with management of the site currently under development for the Trauma and Learning Policy Initiative;
- Participate in planning and executing MAC's annual holiday appeal;
- Identify foundation grant opportunities and participate in grant writing, as needed;
- Assist in planning and implementing MAC's 40<sup>th</sup> anniversary events in 2009;
- Manage database systems to engage and track donors and program constituents;
- Assist with other fundraising events and activities for MAC and for the Autism Center;
- Help develop marketing material, as needed.

#### Qualifications

- Excellent verbal, written and interpersonal communication skills.
- A personal belief in the mission, goals, and objectives of the organization.
- Proficiency with development and other list software.
- Proficiency with Internet and email technology.
- Ability to multi-task in a fast-paced environment while maintaining focus and attention to detail.
- Ability to work independently as well as within a team setting.
- Strong customer service orientation.

MAC is an equal opportunity employer committed to diversity in its workforce. Salary is commensurate with experience. Health insurance and other benefits are available.