



**AACA 華美福利會** Educate. Empower. Employ.  
**Asian American Civic Association, Inc.**

87 Tyler Street, 5TH Floor  
Boston, MA 02111  
Tel: (617) 426-9492  
Fax: (617) 482-2316  
www.aaca-boston.org  
TTY/TDD: (617) 426-9157

## **Job Posting**

### **Full-time Position Available:**

### **Design & Technology Specialist**

**The Asian American Civic Association (AACCA)** provides limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency.

#### **Primary Duties and Responsibilities:**

- Lead agency vision for design
- Redesign, update, and maintain agency WordPress websites
- Design logos, flyers, brochures, marketing materials, and web graphics upon staff request
- Responsible for maintaining agency database. Troubleshoot problems and train staff on database
- Ensure the agency conforms to state and federal laws regarding the storage of personal information
- Assist staff with IT-related questions and technology purchases. Train staff on effectively utilizing technology in the classrooms

#### **Qualifications/Requirements**

- A proven professional multimedia graphic design background (web and print) as well as a technology/Computer Science background
- Solid understanding of and in-depth experience using WordPress
- Thorough grasp of HTML
- Solid command of Adobe InDesign and PhotoShop
- Good team player

Salary: Commensurate with experience. Full benefits package included.

**To apply, send resume and cover letter to:**

**HR department  
Asian American Civic Association  
87 Tyler Street, 5<sup>th</sup> floor  
Boston, MA 02111  
Email: [hr@aaca-boston.org](mailto:hr@aaca-boston.org)**



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