



# Chinese Community Center of Flushing

傳承文化 · 幸福家園

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The Chinese Community Center of Flushing (CCCF) is a local, grassroots community organization dedicated to promoting, inspiring, and enriching the lives of Chinese children, adults, and families through programs that address their social, spiritual, and educational needs. The Center for Youth (C4Y) within CCCF supports and empowers youths; particularly Asian-American/Chinese immigrants, through educational and youth friendly services including tutoring, English enrichment, and positive youth development activities such as table tennis clinics, Chinese culture enrichment programs and leadership and volunteer projects.

CCCF is looking for a highly energetic and committed individual to oversee the development and implementation of all aspects of youth programming and services within C4Y at CCCF. This is a newly created position with potential for growth.

**TITLE: PROGRAM COORDINATOR OF YOUTH PROGRAMS & VOLUNTEERS**

**REPORTS TO: DIRECTOR OF EDUCATION & CULTURE**

#### **RESPONSIBILITIES:**

- Responsible for the development and implementation youth programs and services including but not limited to C4Y's afterschool, weekend and summer youth activities
- Supervise staff of 4-6 part time teachers providing youth programming and services
- Facilitate staff development and staff training
- Develop a plan for evaluation strategies and survey administration for each youth program
- Responsible for the development of the C4Y Youth Volunteer Program including the recruitment, training and oversight of volunteers
- Conduct outreach and build relationships with community organizations and schools
- Oversee the development of press releases and event materials including brochures and flyers
- Participate in community and street fairs
- Prepare reports related to projects
- Assist in seeking and preparing grants for submission
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Masters in Public Health, Program Management, Education or related field
- Preferable experience working with youth in school or community setting
- Bilingual in Cantonese, Mandarin or Fujianese preferred but not required
- Administrative and supervisory experience preferred

#### **Salary:**

- Commensurate with experience.

Interested candidates can email or fax CV and cover letter to Frances Lo (Director of Education and Culture):

**Email: [frances.lo@cccflushing.org](mailto:frances.lo@cccflushing.org)**

**Fax: (718) 559-6428**

43-17 Union Street, Level C, Flushing, NY 11355 · Tel: (347) 927-9860 · [www.cccflushing.org](http://www.cccflushing.org)

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