



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Community Economic Development Coordinator

Open Date: March, 2023

Closing Date: Until filled

Pay Range: \$20.00 to \$24.00 Per Hour

Job Purpose:

CED Coordinator will participate in the coordination of administrative, marketing, and training coordination under the direct supervision of CED manager. As needed, will support program staff in providing program service to clients to meet program goals.

Job Responsibilities:

- Perform general office and client services including document creation (Word, PowerPoint, Event flyers, Excel Reports), newsletter creation, updating information systems (Trello, Wiki, Sharepoint).
- Support CED Programs, including administrative program documentation and reporting, coordinating with internal and external partners, program and funding research, drafting letters and memos.
- Maintains rapport with clients, staff, and partners and provides solutions.
- Organizes and implements administrative systems and procedures performing necessary support duties.
- Other duties as assigned.

Qualifications:

- English must be fluent verbal, reading and writing
- Chinese (Mandarin or Cantonese) verbal **must** be fluent, reading and writing can be conversational
- Minimum educational requirement is a high school diploma, but a Bachelor's degree is preferred.
- Minimum 2 years' working experience in an administrative or similar capacity required
- Strong computer skills in Microsoft Office (Word, Excel, PowerPoint, etc)
- Good organizational skills and ability to work independently with a high degree of accuracy, attention to detail and conformity to procedure required.
- Good communication and interpersonal skills, including ability to coordinate and cooperate with others required.



- Excellent organizational and time management skills
 - Problem-solving and basic troubleshooting skills
 - Strong critical thinking to process new information, and generate takeaways.
 - Analytical skills to monitor progress of an undertaking and identify areas needing adjustment or improvement
 - Ability to manage multiple tasks at once and adhere to guidelines, budgets, and deadlines
 - Travel to client site (within LA county)
 - Ability to work occasional weekends and evenings
- Must have a valid California Driver's License, auto insurance and reliable transportation.

Please send your resume to:

cschr@cscla.org

Subject: CED Coordinator

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**