

Job Title: Communications Coordinator

Employer: Chinese Culture Connection, Inc.

Location of Employment: Malden, Massachusetts 02148; REMOTE EMPLOYMENT FROM RESIDENCE LOCAL TO MALDEN, MASSACHUSETTS IS AN OPTION FOR THIS POSITION. MUST RESIDE LOCAL TO MALDEN, MASSACHUSETTS TO ENGAGE IN COMMUNITY EVENTS IN PERSON.

Travel: None

Work Hours: Full-time

Reports to: Executive Director

Job Responsibilities:

- Develop and execute a comprehensive communications strategy to strengthen Chinese Culture Connection's ("CCC"s) local and regional visibility.
- Promote CCC's programs and activities to the community to increase community engagement with a specific focus on appealing to youth.
- Design presentations for local galas, cultural conferences, and local community events.
- Research other community organizations to identify opportunities for collaboration, sponsorships, and mutual support.
- Research current community interests and needs by tracking social media, interviewing current members of the organization, and by establishing relationships with other community organizations. Collect and analyze findings to recommend potential new programs to CCC's Executive Director, helping CCC evolve and continuously offer programs that align with community interests and needs.
- Draft written communications materials about CCC, including regularly updating CCC's website, regularly drafting CCC's newsletters, drafting press releases regarding new projects, events, or initiatives, and reviewing and advising on CCC's catalogs with detailed descriptions of the organization's program offerings and schedules.
- Serve as the point of contact for any media inquiries.
- Meet with Executive Director on a weekly basis to discuss communications strategy.
- Provide guidance and coaching to Executive Director and other organization leaders for their public speaking and conversations with the press and community groups.

Required Education: A minimum of a Bachelor's degree that involved public relations coursework and sociology, communications, or journalism coursework (foreign equivalent is acceptable).

Required Knowledge and Experience:

- A minimum of 3 months of employment or internship hands-on experience working with marketing through social media;
- A Bachelor's degree level of knowledge of public relations fundamentals; and
- A Bachelor's degree level of knowledge in conducting social research.

To apply, please send your resume to: mhung3@chinesecultureconnection.org