

Who We Are:

Through diverse educational programs, cross-cultural dialogues, and special events, the Chinese Culture Connection (CCC) empowers Chinese immigrants and other Chinese-descended residents of Greater Boston to appreciate and retain their cultural heritage, develop bicultural fluency, and enrich others with a deeper understanding of Chinese language and culture. CCC is a volunteer-driven organization with a small staff and a lofty mission.

You Are:

Someone willing to dedicate your career to serving a portion of the population with unique characteristics and needs. This dedication will ultimately reward you in ways that will enrich your life.

You are organized, methodical, computer literate, familiar with financial and accounting software, and highly ethical. You crave the opportunity to learn about a grassroots service organization as an insider. You are willing to learn new concepts, help analyze our current skills and shortcomings, and collaboratively develop new workflow procedures. If successful in these efforts, you will be a key part of achieving our goal of establishing a Pan-Asian Cultural Center which will embrace the multi-cultural population that lives in Malden (where we are located) and the surrounding communities.

Operational Oversight

- Create systems and maintain strategies for smooth internal communications.
- Perform weekly bookkeeping tasks, issuing invoices and paying bills.
- Support grant budgeting, spending, reimbursement, and reports.
- Ensure all required regulatory obligations, including filings, are met.
- Oversee accounting, bank processes, and money handling, monitoring the financial data.
- Distribute and collect annual Conflict of Interest forms to Board members and staff.
- Maintain CCC's organizational calendar, including annual events.
- Meet regularly with CCC's financial management team, engaging in financial tasks as assigned.
- Oversee payroll and employee benefits administration and activities.
- Support CCC's 3 annual fundraising events
- Perform other related duties as assigned.

Qualifications

- Interest in and commitment to CCC's mission
- A minimum of a bachelor's degree with at least three years of experience in operations management and bookkeeping or relevant experience.
- Desire to work as part of a team in a culturally diverse organization, including building relationships across differences of race, class, gender, sexual orientation, age, and ability.
- Demonstrated understanding of, and ability to communicate about, complex, or controversial issues, with accountability and deference to those most impacted by them.
- Detail-oriented with exceptional interpersonal communication. (bilingual in Chinese and English, a plus).
- Strong time management skills, including the ability to balance diverse responsibilities and complete tasks under tight deadlines.
- Familiar with QuickBooks and ability To Use Communication and File Share Software....

Compensation: The annual salary for this fulltime position is \$50,000-\$68,000, depending on experience.

To Apply: Send a resume and cover letter to mhung3@chinesecultureconnection.org with the subject line "Operations Manager." In your cover letter *please specifically address* why you are interested in this position, what you find compelling about our work, and why your skills are a great match. Please also provide three references of people who are familiar with your work.

No phone calls please. Position open until filled.

CCC is an Equal Opportunity Employer. People of Color, indigenous people, immigrants, LGBTQ and gender nonconforming individuals, and women are strongly encouraged to apply.