

Overview

Chinese Culture Connection (“CCC”) promotes intercultural harmony, strengthens diverse communities and builds bridges between American and Chinese people through interactive educational programs and arts in schools, libraries, museums and community centers throughout New England. CCC is a volunteer-driven organization with a small staff and a lofty mission.

About this position:

CCC seeks a staff member to develop and manage our communications and information-sharing strategies. In addition, This position oversees CCC's three major annual events, the monthly East Meets West Cultural Dialogue, and other organizational events. The coordinator works with colleagues to craft messages and communicate in ways that represent our values and work. As this is a new position, the ideal candidate is someone who enjoys the challenge of developing strategies and systems, both independently and collaboratively with a team. The Communications and Events Coordinator reports to the Executive Director.

Responsibilities

- Develop and oversee a communications and social media plan, including written, digital, visual, and oral strategies.
- Work with Senior Management to plan, coordinate, implement, and document organizational events (e.g. annual, community and fundraising events).
- Communicate programmatic aims and objectives to participants, Board members, colleagues, and the public.
- Refine communications themes and coordinate internal and external sharing of information.
- Maintain a catalog of stories, images, and resources to use in messaging.
- Assist in the creation of press releases, talking points, Op-ed pieces, story lines and position statements that identify CCC’s vision, goals, and situational responses for the press and public.
- Provide support to CCC for interactions with the media, including seeking or responding to media coverage.
- Oversee social media platforms and networks, including editorial support and platform content.
- Provide support to fundraising and event efforts, including database management as well as volunteer recruitment.

Qualifications

- Commitment to CCC’s mission.
- Exceptional writing, editing, oral and proofreading skills (bilingual in Chinese and English, a plus).
- Three years of experience in the field of communications (may be a combination of paid and unpaid).
- Proficiency with Microsoft Office (or similar) applications and social media platforms
- Desire to work as part of a team in a culturally diverse organization, including building relationships across lines based on 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 those issues.
- Ability to deliver quality products on tight deadlines.
- Experience in the production of print and electronic publications, including knowledge of desktop publishing, social media, website authoring, video and narrative strategy.

Compensation: \$40,000 - \$60,000, depending upon experience.

To Apply: Send a resume and cover letter to mhung3@chinesecultureconnection.org with the subject line “Communications and Event Manager.” 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.