



**CHINESE
HISTORICAL
SOCIETY of
AMERICA**

JOB POSTING

Program Coordinator

Status: Regular, Full Time, Benefits
FLSA Status: Non-Exempt/Hourly

ABOUT CHINESE HISTORICAL SOCIETY OF AMERICA

The Chinese Historical Society of America Museum is dedicated to the interpretation, promotion, and preservation of the social, cultural and political history and contributions of the Chinese in America and of the broader Asian and Pacific Islander American community.

POSITION DESCRIPTION

Chinese Historical Society of America seeks an energetic and qualified professional to serve as its Programs Coordinator. The Coordinator acts as project coordinator for a number of key public program initiatives, prepares, coordinates and oversees monthly events, builds and - coordinates a team of dedicated event volunteers, and provides administrative support for the department as a whole. The position reports to the Executive Director and participates actively in collaborations with staff and volunteers throughout the Museum. Additionally, the Coordinator is in a public-facing role, interacting frequently with educators, students, and members of the general public. CHSA has a collaborative culture; as with all staff, the Coordinator acts to support teamwork, open communication, trust, and respect among peers. This is a full-time position 40 hours per week, on site at CHSA, that requires weekend and some evening work.

RESPONSIBILITIES

- Organize, develop, and implement a calendar of monthly programs including exhibit openings, monthly, online talks, lectures, films, in-person events, demonstrations, workshops, and other programs. Specifically, this entails curating performers and speakers for after hours event series.
- Process and coordinate all permits and certificates necessary for public events such as special insurance riders, ABC, Jam/Noise and Street Closure permits and others on a case-by-case basis.
- Coordinating all aspects of Joy on Joice, an annual street fair including coordinating vendors, managing artists, communicating with neighbors, communicating with local police and fire departments, communicating with local businesses.
- Manage the CHSA volunteer program. This includes recruiting, training and overseeing volunteers and maintaining an updated volunteer database and guidebook.
- Support grant writing and fund development as assigned or work with development staff to solicit funds as required.
- Coordinate with vendors including bartenders, caterers, A/V technicians, security companies, printing companies, and others.
- Coordinating all program related contracts and invoices and related paperwork and submitting for payment in a timely, transparent and organized process.
- Maintain a current and accurate database of vendor/artist contacts.



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- Track program statistics; provide accurate and thorough reports upon request including statics on attendance numbers, costs, demographics and program impact measures.
- Manage CHSA program related copy for webpages and social media; ensure that content is current, accurate and delivered to marketing team in a timely manner.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree plus 3 years related experience including administrative or operational support, or an equivalent combination of education, training and experience. Chinese American history expertise is not required but interest in the Museum's content and educational mission preferred. Demonstrated experience with event and program management required.
- Extremely organized, reliable, and detail-oriented.
- Ability to prioritize and manage time effectively to administer multiple complex projects and meet deadlines on time.
- Must be confident facilitating and leading online programs using a range of communication platforms such as Zoom, Asana, and other similar platforms.
- Able to work in a fast-paced environment.
- Outstanding written and oral communication skills.
- Excellent interpersonal skills: ability to work well with people from a wide range of backgrounds and cultures; respectful, discreet, and professional in communications with Museum constituents and stakeholders at all levels.
- Able to work both independently and collaboratively.
- Creative and enthusiastic self-starter with excellent follow-through on projects and assignments.
- Knowledge of MS Office, Google Apps for Work.

HIGHLY PREFERRED

- Bilingual in Chinese (Cantonese and/or Mandarin).

PHYSICAL LIMITATIONS/REQUIREMENTS:

- Position is required being seated at a desk for a long period of time with walking, standing, stooping periodically throughout the workday. 25-pound lifting requirements.

COMPENSATION:

- \$29 per hour

RELOCATION:

- We are NOT able to provide relocation for this position.



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Please send cover letter, resume and salary expectations to sufiyan.patel@chsa.org,
include CHSA Program Coordinator in subject line

CHSA is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.