



南海岸中華文化協會暨爾灣中文學校 誠徵 **Community Outreach Coordinator**

South Coast Chinese Cultural Association/ Irvine Chinese School (SCCCA/ICS) were founded in 1977 as a non-profit organization. Our mission is to promote Chinese learning, to preserve Chinese heritage, to enhance the understanding of the values of the Chinese Culture, and to advocate culture diversity in America. SCCCA/ICS is one of the very few Chinese American organizations in the U.S. that owns and operates a multi-purpose, spacious Cultural Center at 9 Truman in Irvine California. The facility is open seven days a week. In addition to weekend Chinese School, we also offer weekday After School, Summer School, and Community Education for k-12 students and adults as well.

We are currently seeking a **Program Coordinator**, reporting to the Executive Director/Principal, to support and coordinate the implementation and operations of SCCCA/ICS student activities special and fund-raising events. If you feel you can fulfill the following requirements and are willing to take this exciting opportunity, please forward your cover letter and resume to SCCCA/ICS.

Job Descriptions:

- Develop, coordinate, and implement internal and external student activities.
- Coordinate and implement internal and external special events.
- Coordinate and implement fund-raising events.
- Manage membership and donor information.
- Coordinate and implement SGA/ICS Alumni events and contact.
- Budgeting and planning student activities.

Qualifications:

- College degree required
- Demonstrate fluency in both speaking and writing in Chinese and English
- Good interpersonal communication and coordination skills
- School/educational experience with tracking record is a plus

SCCCA/ICS is an Equal-Opportunity Employer. Salary will be commensurate with experience. Please forward your cover letter and resume to:

Dr. Shu-Fen Chen
Executive Director/Principal
South Coast Chinese Cultural Association/Irvine Chinese School
9 Truman, Irvine, CA 92620
Or email to: sfchenliang@gmail.com