



南海岸中華文化協會暨爾灣中文學校 誠徵 **Program 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 Assistant Principal in Curriculum, to support and coordinate the implementation and operations of different SCCCA/ICS weekday and weekend programs. 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:

- Assist to implement and coordinate new educational programs, including benchmark and compare pricing, design and distribute promotional fliers, schedule and coordinate marketing activities, follow up and confirm teachers, collect and provide performance feedback.
- Organize and maintain the contracts with City of Irvine community services, program partners, independent contractors, teachers and other program related service providers to monitor the expiration date and to ensure all contacts are in good standing.
- Support and coordinate the implementation and operation of summer school and after school programs.
- Coordinate and monitor all programs to ensure activities are carried out in accordance with established schedules, budgets and standards.
- Communicate any program changes including schedule, instructor, location, etc. to students and instructors timely.
- Assist to evaluate the cost/benefit and effectiveness of programs, instructors, and partners and to collect responses and feedback from students and members.
- Provide information regarding programs, courses, policies, and procedures to internal and external contacts.
- Perform special projects as needed.



Qualifications:

- College degree required
- Demonstrate fluency in both speaking and writing in Chinese and English
- Good interpersonal communication and coordination skills
- School/educational program 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