



ADVANCING OUR
COMMUNITY

Title: **Outreach Coordinator**

Location: **New York, NY**

Division/Program: **Manhattan Community Services**

Status: **Full Time**

Background: The Chinese-American Planning Council was founded in 1965 in response to the growing number of Asian immigrants in New York City. It has since become the largest nonprofit provider of social services for Asian Americans in the U.S., serving thousands of people daily through over 70 programs spread throughout Manhattan, Brooklyn, and Queens. CPC's mission is to improve the quality of life of Chinese Americans in NYC by providing access to services, skills, and resources toward the goal of economic self-sufficiency and integration into the American mainstream.

CPC's Manhattan Community Services is one of three walk-in Community Centers provide high-need neighborhoods with a variety of social services. The center is a front door to the Asian American and Pacific Islander (AAPI), immigrant, and low-income households we serve, making food access, health assistance, family counseling, legal services, child care, and English translation services linguistically and culturally-accessible to all of our community members.

Responsibilities:

- Under the Leadership of the Director or Manhattan Community Services and the Deputy Director of Manhattan Community Services, the Outreach Coordinator will:
- Plan, coordinate and participate in community and outreach activities to promote CPC and Manhattan Community Services.
- Plan, organize and launch regular marketing and outreach activities including but not limited to developing press releases, newsletters, public service announcements; placing advertisements; attending community services fairs; distributing information to identified target audiences.
- Develop evaluation protocols and to assess the effectiveness of service delivery.
- Network with community organizations and government agencies to promote CPC and Manhattan Community Services.
- Work with the Program Directors/Supervisors under the Manhattan Community Services in planning and executing outreach efforts and events.
- Communicate with partner organizations and agencies on joint projects and events.
- Any other duties as assigned by the Director and the Deputy Director.

Qualifications:

- Bachelor's degree in social science, with a minimum of two years' experience in the social and human service field.
- Excellent communication skills in both English and Chinese preferred.
- Excellent presentation skills.
- Outreach and marketing experience desirable preferred.
- Ability to work independently, take initiative, and be self-motivating.
- Able to work on some Saturdays.

Compensation:

Commensurate with experience; an excellent benefits package including paid holidays, sick and personal time off. Medical insurance coverage including Dental and Vision; Basic Life Insurance coverage; 403(b) Retirement



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Report to: Director & Deputy Director of Manhattan Community Services
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Or Deputy Director of Manhattan Community Services
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