



301 N 9th Street, Philadelphia PA 19107 | Tel (215) 922-6156 | Fax (215) 922-PCDC

Community Program Coordinator – Full Time

Philadelphia Chinatown Development Corporation:

Established in 1966, PCDC's mission is to protect, preserve, and promote Chinatown as a viable ethnic, residential, and business community. Programs focus on providing affordable housing and related services, neighborhood planning and advocacy, commercial corridor development and revitalization, and youth and family support services.

Job Description:

The Philadelphia Chinatown Development Corporation (PCDC) is seeking a highly motivated and organized individual with strong interpersonal skills to serve as the Community Program Coordinator. The Community Program Coordinator will work at Crane Community Center. This position will involve managing PCDC's community-serving programs, such as assisting with program planning and implementation for PCDC's Black & Gold 2.0 and Senior Cafe programs.

Current Programming:

Black & Gold 2.0 is a youth program involving biweekly Saturday workshops for Asian and Black high school-aged youth, intended to promote mental well-being, cross-cultural collaboration, and youth empowerment. This program takes place during the school year, and the Community Program Coordinator will conduct program planning and youth recruitment during the summer.

Senior Cafe is a free program for seniors (ages 55+) that provides seniors with digital literacy classes, one-on-one technology help, open gym for sports, refreshments, and information about housing & family services and benefits. This program promotes the well-being and socialization of seniors in a comfortable, safe environment, as well as increasing their digital literacy skills.

Duties & Responsibilities:

- Conduct program planning, community outreach, and implementation of PCDC community programs.
- Plan and implement a structured program schedule. This may include workshops, field trips, and regular Saturday activities and events, as well as meeting and collaborating with partner organizations.
- Plan and implement programming. This may include setup/breakdown, educational classes, one-on-one assistance, and coordinating with other staff and volunteers.
- Carry out program administrative duties including overseeing and assisting with registration and attendance, updating AirTable forms, budgeting, reporting, and creating and administering pre- and post-surveys.
- Conduct program outreach including recruiting program participants, creating designs, printing flyers, and sending emails.



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PHILADELPHIA CHINATOWN DEVELOPMENT CORPORATION

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- Conduct program development and budget development.

Skills & Abilities:

- High degree of organizational and time/people management ability.
- Excellent interpersonal and communication skills.
- People-oriented, able to positively engage with youth and seniors from different ethnic communities and varying socioeconomic backgrounds, especially with seniors who are Limited English Proficient (LEP).
- Proficient in MS Office (Word, Excel, PowerPoint), Google Suite, and Canva.

Education & Experience:

- Bachelor's degree
- Bilingual in English and Chinese. (*Preferred*)
- Experience working with youth (REQUIRED) from at-risk, historically marginalized, and/or low-income minority communities (*Preferred*).
- Experience working with older adults, especially older adults from immigrant communities with Limited English Proficiency. (*Preferred*)
- Experience working in a non-profit setting. (*Preferred*)
- Experience with program management. (*Preferred*)

Work Schedule:

This full-time position is in-person at Crane Community Center, and will generally follow a Monday to Friday, 9 to 5 schedule (40 hr/week). Some weeks will require flexible hours, including weekends.

Compensation:

\$38,000 – \$40,000

Preferred Start Date: ASAP

To Apply:

Send a cover letter and resume to Rachel Mak rmak@chinatown-pcdc.org with the subject line: Community Program Coordinator Application.