



The Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is a community development organization whose mission is to preserve, promote, and develop the Seattle Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. Formed by the community in 1975, SCIDpda works to revitalize and preserve the neighborhood by providing services in four areas: affordable housing and commercial property management, real estate development, and community economic development and community engagement. We have over a 40-year success record of increasing neighborhood sustainability through innovative programs and projects that balance development and preservation. For more information refer to [www.SCIDpda.org](http://www.SCIDpda.org)

Currently there is a part-time Program Liaison position open with Hing Hay Coworks, a program of the SCIDpda.

**SUMMARY OF POSITION:** This position provides support in the Community Initiatives and Hing Hay Coworks programs, both externally focused departments of SCIDpda that do work around economic development and community engagement.

## **DUTIES AND RESPONSIBILITIES**

### Community Initiatives

- Assist in management of website, maintenance and upkeep
- Manage and monitor social media efforts for SCIDpda
- Assist in invoicing, financials, and fiscal sponsorship reporting of Community Initiatives programs
- Assist in creation of quarterly Mailchimp newsletter for SCIDpda
- Support marketing and fundraising efforts of SCIDpda
- Volunteer management for annual fundraiser
- Data entry for SCIDpda donations
- Create thank you letters for fundraisers
- Support year-round events of Community Initiatives
- Lead and coordinate annual Spring Clean event with the CIDBIA

### Hing Hay Coworks

- Manage program database and assist in input of program statistics
- Assist in events and workshop coordination to create a fun, active, and productive space for members
- Support membership intake, orientation, inquiries, and other day-to-day operations of HHC
- Support front desk operations, assist in managing schedule for front desk
- Light cleaning and lifting of objects of up to 25 lbs

## **REQUIREMENTS & QUALIFICATIONS**

- Bachelor degree or equivalent work experience. Communications, marketing, business admin, PR, or design degree a plus. Will consider applicants who are currently pursuing a Bachelor Degree.
- At least 2 years of experience in a customer-centric position
- Demonstrated ability to work with a wide variety of stakeholders
- Must have excellent time management skills, be highly organized, and able to work well independently as well as in a collaborative environment
- Must have strong interpersonal, written and oral communications skills
- Demonstrated ability to prioritize while juggling multiple projects
- Knowledge of Microsoft Office with preference for strong experience with Excel, Word, and PowerPoint; experience with Illustrator, Photoshop, and/or Publisher a bonus

- Social media marketing is a plus
- Ability to converse in Cantonese, Mandarin, or Vietnamese is a plus
- Understand workload and able to ask for help when needed

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.

To apply for this position, please submit a **resume and cover letter** to [employment@SCIDpda.org](mailto:employment@SCIDpda.org)