



CID World Cup Coordinator

Reports to: Director of Community Development

FSLA Status: Non-exempt, Full-time, Temporary

Duration: June 1, 2025 to July 31, 2026

Compensation Range: \$31-\$36 per hour DOE plus benefits; start at 30 hours per week with potential to go to full-time in 2026; overtime work is anticipated during summer of 2026

Work Location: Hybrid until the period of FWC26, at which time it becomes in-person full-time

How to Apply: Applications will be accepted until the position is filled. Please submit your cover letter and resume to anh@scidpda.org with **CID World Cup Coordinator** as the subject line. Only complete applications will be considered.

General Nature and Scope:

The Seattle Chinatown International District Preservation & Development Authority (SCIDpda) is seeking an experienced community engagement professional to support small businesses of the Chinatown International District (CID) in preparation for the FIFA World Cup (FWC26) in June and July 2026.

This position will work closely with the [CID Small Business Relief Team](#), the [World Cup Seattle Local Organizing Committee](#) (LOC), and adjacent neighborhoods in Pioneer Square and SODO to ensure that small businesses are informed, prepared, and supported before and during the 6 games that Seattle will host. The 2026 FIFA World Cup is anticipated to welcome over 750,000 visitors to Seattle and attract 5 billion viewers worldwide.

The Chinatown International District (CID) in Seattle is one of the few historic pan-Asian business districts in the United States that is still an active immigrant gateway. Approximately 350 out of 450 existing businesses are small, family-owned and operated, Chinese, Vietnamese, Japanese, Taiwanese, Korean, Thai, Filipino and Laotian immigrant-founded businesses. These mostly small and immigrant & refugee-owned establishments are an integral factor in preserving, promoting, and developing the CID as a vibrant community and unique ethnic neighborhood.

Essential Duties:

Essential duties include the following tasks. Other duties may be assigned depending upon project, client, or work flow needs.

1. **Lead and implement culturally competent communication strategies to small businesses**
 - a. Conduct in-person, email, phone, and text outreach to CID's large small business community. Outreach is both strategic, in support of FWC26 projects, as well as responsive to business owner needs and issues that arise.
 - b. Provide routine availability for 1:1 consultations and advice for businesses to assist in understanding, planning, preparing for, and getting questions answered about FWC26.

- c. Synthesize, support translation, and coordinate the sending of email newsletters and SMS related to FWC26 news and updates.
 - i. Work with 3rd party translation and interpretation services as needed.
- 2. Event Planning & Volunteer Coordination**
 - a. Plan and execute 3 in-person neighborhood Information and Q&A Sessions for businesses and the Local Organizing Committee in partnership with the CID Small Business Relief Team.
 - i. Work with 3rd party translation and interpretation services as needed.
 - b. Plan and execute a series of neighborhood watch parties in partnership with the CID Small Business Relief Team and other partners.
 - c. Recruit and coordinate volunteers for neighborhood watch parties.
- 3. Establish, strengthen, and maintain positive relationships with program partners**
 - a. Build relationships and partnerships with other neighborhood liaisons, small business owners, FWC26 agencies, City leaders, and CID community-based organizations to advocate for CID small businesses.
 - b. Attend meetings with event and project partners to stay updated on FWC26 logistics, updates, and opportunities.
- 4. Grants Administration**
 - a. Lead the maintenance of a grants list, reporting calendar, and invoicing requirements for FWC26 grants.
 - b. Collect and maintain a detailed and accurate record of invoices, budgets, and other required documents.
 - c. Maintain contract files for accounting and audit purposes, inclusive of filing original/amended contracts and copies of all invoices.
- 5. Other tasks as needed and defined by supervisor**

Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications and Skills:

- Competency in conversational Cantonese and/or Mandarin required.
- Traditional or Simplified Chinese literacy is highly desirable, but not required.
- Strong interpersonal skills required and a passion for bringing people together.
- Ability to think strategically and to build positive working relationships between multiple partners and interests.
- Ability to approach challenges creatively and problem solve through issues that arise.
- Excellent communication skills, including the ability to speak effectively in a variety of situations; write grants, reports, and correspondence; and listen well.
- Strong administrative and organizational skills required.
- Ability to set goals and prioritize multiple tasks to stay focused on benchmarks and deadlines.
- Experience working in a multicultural setting and/or with people from diverse backgrounds, cultures, and language groups required.
- Knowledge of the Chinatown International District neighborhood is highly desirable.

Licenses or Certificates: None

Working Conditions:

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- **This position is hybrid until the period of FWC26 (see below), at which time it becomes in person full-time.** Applicants will need to be available to work from SCIDpda's office at least two days a week. Work is performed in an office environment with a low noise volume. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit, and use a computer keyboard and monitor.
- This position also requires in-person outreach throughout the Chinatown International District neighborhood, which likely requires additional days working in the office and extended periods of walking outside.
- This role must be fully available during typical business hours for activities on days before and days of the 6 FWC26 matches in Seattle:
 - June 14, 2026
 - June 15, 2026
 - June 18, 2026
 - June 19, 2026
 - June 23, 2026
 - June 24, 2026
 - June 25, 2026
 - June 26, 2026
 - June 30, 2026
 - July 1, 2026
 - July 5, 2026
 - July 6, 2026

This position description generally describes the principal functions of the position, the level of knowledge and skills typically required, and the general scope of the 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.

Benefits (according to working hours):

- Medical, Dental and Vision Insurance
- Group Life and Disability Insurance
- Retirement Plan
- PTO
- FSA
- Bonus
- Flexible Working Schedule, Hybrid Opportunity

SCIDpda Mission: To preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.