



CHINESE HISTORICAL SOCIETY OF AMERICA

965 Clay Street • San Francisco, CA 94108-1527 • tel 415-391-1188 • fax 415-391-1150 • www.chsa.org

Position Announcement – November 12, 2007

Program Coordinator

The Chinese Historical Society of America (CHSA) is searching for a team-oriented, hard-working individual to do community outreach and to develop and present educational and public programs. The Program Coordinator is responsible for overseeing and developing CHSA's education and outreach program, including school programs, walking tours, public program, and community partnerships. Public programs include lectures, field trips and book readings, and other special events. The Coordinator will also lead the outreach efforts to schools in the San Francisco Bay Area.

Job Responsibilities include:

- Organize and produce Public Programs: Working with staff and volunteers to implement public programs and special events including exhibit openings, book readings, lectures, film screenings, and workshops
- Manage the organization's Education Programs: Creating and scheduling of all group tours of exhibits at the CHSA Museum and walking tours of Chinatown, including making arrangements with teachers and group leaders, supervising group visits, coordinating and training gallery guides and walking tour guides
- Outreach to schools, libraries and other institutions to arrange History Alive! Museum theater performances and other CHSA program offerings
- Working closely with the CHSA Artist in Residence to develop and implement new educational programs
- Providing administrative support for the CHSA development consultant as needed. Assist with grant writing and reporting.
- Providing support for CHSA curatorial and communications staff as needed

Job Qualifications

- B.A. or B.S. degree
- Experience with Chinese American and Asian American community activities, particularly in the San Francisco Bay Area. Experience with K-12 schools, non-profit community organizations or museums/historical organizations. Experience working with diverse audiences.
- Knowledge of or interest in Chinese American history and culture
- Excellent written and verbal communication and interpersonal skills
- Computer and technological literacy including Microsoft Office, basic HTML, e-mail marketing
- Ability to work in a dynamic team environment. Self-starter.
- Driver's license
- Preferred: Language skills in Chinese (Cantonese, Mandarin) or Spanish

100% FTE, Salary: Competitive and commensurate with experience

Benefits: Medical and dental plans.

Starting Date: ASAP

Please provide a writing sample with your cover letter and resume or curriculum vitae.

Send inquiries via e-mail to info@chsa.org or via fax at (415) 391-1150.

About the Chinese Historical Society of America

CHSA is the oldest and largest non-profit organization in the United States dedicated to documenting and sharing the history and culture of Chinese Americans. Located in the historic Julia Morgan-designed Chinatown YWCA in San Francisco Chinatown, CHSA maintains a Museum and Learning Center that is regularly open to the public. In addition to presenting regular exhibits and public programs, CHSA also provides educational tours to school groups and collaborates with other community organizations.