Position at Boston Chinatown Neighborhood Center (BCNC)

Boston Chinatown Neighborhood Center (BCNC) responds to community needs by delivering innovative, family-centered, and culturally competent programs. Founded in 1969, BCNC is the largest nonprofit social service provider for Asian American and Asian immigrant families in the Greater Boston Area, supporting over 13,000 children, youth, and adults each year at four locations in Boston and Quincy.

This fellowship is an opportunity to work with the agency on its marketing and fundraising for two major community events in Boston’s Chinatown and Quincy. BCNC seeks to hire enthusiastic, mission-driven professionals to be a part of our dynamic organization. An ideal candidate is one who is passionate about, and dedicated to, improving the lives of families in our community. BCNC embodies a respectful, collaborative, and supportive work environment, and encourages you to apply if you value a similar work culture.

Responsibilities
The fellow will work with the Development department on the following responsibilities:

- Assist in developing a communications plan for social media, calendars, and the website;
- Coordinate logistics and assist in executing the two events:
  - Quincy Family Fun Fair – a community fair for families in the South Shore
  - Experience Chinatown – an arts festival at multiple locations in Boston Chinatown
- Create marketing products;
- Outreach to local businesses and build partnerships; and
- Other administrative tasks as assigned by supervisor.

Required Skills and Experience
- Strong writing and verbal skills
- Attention to detail
- Ability to manage multiple projects
- Interest in community-based work and communications
- Positive attitude and collaborative approach
- Interest in reaching out to connect with others

Preferred Skills
- Chinese language (Cantonese or Mandarin) speaking ability
- Basic graphic design skills
- Experience with developing websites
- Experience with photography/videography
- Experience in the nonprofit sector