



Chinatown Youth Initiatives

• P.O. Box 130329 • New York, NY • 10013 •
• <http://www.cyinyc.org> •

The mission of **Chinatown Youth Initiatives** (CYI) is to empower New York City youth with the knowledge and skills necessary to address the needs of Chinatown, Asian Americans, and other underrepresented communities. By providing a safe and supportive environment, CYI works to build a legacy of leaders who strengthen awareness of community issues through project initiatives.

With the success of last year's **Chinatown Beautification Day (CBD) weekend**, CYI will continue CBD as a **two-day event** comprising of a **Youth Conference** and **Beautification Day**. The Youth Conference emphasizes the strength and importance of youth activism and solidarity, while Beautification day demonstrates unity in action.

CBD Coordinator Job Description

Title: Project Coordinator

Reports to: CYI CBD Advisor

RESPONSIBILITIES:

- Work with co-coordinators in **finding sponsors, caterers, supplies, and space** for the two events
- **Communicate with NYC fire and police departments** to get the event approved
- **Collaborate with CYI'S Participant Outreach Committee** to conduct outreach and publicity
- **Oversee T-shirt design** process and manufacturing
- **Prepare and present written reports** to Board of Directors at Board meetings, upon request
- **Promote and network** for CBD at press conferences and related events
- **Invite speakers, and collaborate with other NYC youth organizations** to ensure the quality and coherence of the Conference.
- **Keep track of the budget**
- **Brainstorm** creative ideas and **plan workshops** for the Youth Conference
- **Develop contingency plans** to address unexpected emergencies and weather conditions.

QUALIFICATIONS:

- High school and college students
- Excellent organizational skills
- Excellent oral and written communication skills
- Team player
- Friendly, patient, open-minded, responsible, adaptable, and creative
- Easily accessible via phone and e-mail
- Extracurricular flexibility and availability
- Passionate about raising awareness about Asian American issues in the community
- Fluency in a Chinese dialect preferred but not required
- Computer experience is preferred but not required

Additional Information:

- Please e-mail all applications to **cbd@cyinyc.org** by **11:59 pm on Friday, April 22, 2011.**

- Applicants will be notified for the interview(s) by May 6th via e-mail or a phone call.

SECTION 1

Name:

Gender (choose one): F M T

School (most recent):

Birth Date: MM/DD/YYYY

Address:

City:

State:

Zip:

Phone: Home () -

Cell () -

Other () -

Preferred Phone (check one): // Home // Business/Dorm // Cell

Email:

SECTION 2

On a separate piece of paper, please answer the following:

- 1) What qualities do you possess that you believe can be useful as a co-coordinator of CBD?
- 2) What is your past experience with youth leadership and Asian-American issues? How will that contribute to you being a co-coordinator? Please elaborate on one specific example.
- 3) What are your strengths and weaknesses?
- 4) Why do you want to be a coordinator?
- 5) Please attach a resume (*optional*).

Please send all application materials via email to cbd@cyinyc.org by
11:59 pm, FRIDAY, the 22nd of April, 2011

Any other questions or concerns?
Please email cbd@cyinyc.org.

Thank you for applying for the Chinatown Beautification Day!
