



## **Chinatown Youth Initiatives**

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### **CYI Board of Directors**

Chinatown Youth Initiatives (CYI) is seeking highly motivated, creative, and community-focused leaders to join our Board of Directors. This is an opportunity to help shape the strategic direction of a community-rooted organization that has spent more than 25 years developing young leaders and creating pathways for Asian American youth in New York City.

#### **About the Board**

CYI's Board of Directors is a diverse group of volunteer leaders committed to supporting Asian American-identified youth and strengthening Chinatown communities. As a working board, members provide strategic oversight, organizational leadership, fundraising support, and mentorship to youth leaders and program staff. Board members also play an active role in fostering community partnerships, expanding CYI's network, and ensuring our programs remain responsive to the evolving needs of the communities we serve.

#### **What You'll Gain**

- Board governance and nonprofit leadership experience
- Direct mentorship relationships with the next generation of Chinatown's youth leaders
- Access to CYI's alumni and community partner network
- A collaborative, mission-driven peer community of young professionals

#### **Commitment**

Board service at CYI is an active leadership role requiring a minimum two-year commitment. Board members are expected to attend monthly board meetings, actively engage in committee work, and contribute between meetings as needed. Board members typically contribute 5-10 hours per month on average, though time commitments vary by committee and season. During peak programming periods, board members may be expected to contribute additional time.

To maintain a meaningful connection to CYI's work and the communities we serve, board members are expected to participate in organizational events and occasional program site visits throughout the year. Because much of this engagement takes place in person, applicants are strongly encouraged to reside in the New York City area or maintain a regular presence in the city.



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### **Available Opportunities**

All board members are expected to actively participate in committee meetings, contribute to committee initiatives, support cross-functional collaboration, and take ownership of projects that advance CYI's mission and strategic goals.

#### *Programs Committee Member*

- Support the planning and execution of Chinatown Literacy Project, Summer Leadership Institute, Chinatown Beautification Day, and Chinatown Community Builders
- Assist with recruitment, onboarding and support of youth participants and program staff
- Serve as a mentor and advisor to youth leaders, helping foster leadership development and personal growth
- Collaborate with fellow board members, community partners, and volunteers to strengthen program implementation and participant engagement
- Contribution ideas and recommendations to improve program outcomes and deepen community impact
- Experience working with youth, educational programs, leadership development initiatives, or community-based organizations, particularly within Asian American communities, preferred

#### *Finance Committee Member*

- Provide oversight of CYI's finances and treasury activities in partnership with the organization's accountant
- Support budgeting, bookkeeping, cash flow monitoring, reimbursements, expense management, and financial reporting
- Collaborate with Board members to build and forecast annual budget
- Assist with tax filings, regulatory compliance, contractor payments, and other administrative financial requirements (i.e. issuing 1099 forms, maintaining CYI's tax-exempt organization status, etc.)
- Collaborate with Programs Committee to ensure timely processing of stipends and reimbursements for youth staff and volunteers
- Track donations, grants, and fundraising revenue for financial transparency and accountability



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### *Communications & Partnerships Committee Member*

- Serve as a steward of CYI's public voice, brand and community presence
- Capture and elevate stories that highlight the impact of CYI's youth, programs, and community initiatives
- Create, curate, and public content across website, newsletters, and social media platforms
- Monitor engagement metrics and identify opportunities to strengthen outreach and audience growth
- Build and maintain partnerships with community organizations, local businesses, schools, and funders
- Identify and cultivate strategic partnerships that advance CYI's mission and expand opportunities for youth
- Collaborate with other committees to develop marketing materials, event promotions, and community-facing communications

### **Qualifications**

- Demonstrated leadership experience in professional, academic, community or volunteer settings
- Commitment to youth development and community empowerment
- Strong communication, collaboration, and relationship-building skills
- Ability to work effectively with diverse groups of volunteers, youth, community members and partners
- Familiarity with or ties to the Chinatown and/or New York City's Asian American communities
- Ability to balance board responsibilities alongside professional and personal commitments
- Willingness to actively contribute skills, expertise, and networks to support CYI's mission

Candidates of color and those from low-income backgrounds are strongly encouraged to apply. All board applicants must be at least 21 years old.



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### **How to Apply**

Submit your resume and responses (250-500 words each) to the questions via this [Google Form](#). Applications are due by Friday, 10/16.

1. Why are you interested in joining CYI's Board of Directors? What connection do you have to Chinatown and/or the communities CYI serve?
2. Which committee(s) are you most interested in serving on and why?
3. Please describe any leadership experiences that have shaped you, whether in your professional, academic, or volunteer work. What did you learn from those experiences?
4. Tell us something about yourself beyond your resume. What interests, hobbies, passions, or experiences have shaped who you are today?
5. Board members are expected to attend monthly board meetings, actively participate in committee meetings, and support CYI events throughout the year (both in-person and remotely). Can you commit to this level of engagement?
6. Do you anticipate any major professional, personal, or geographic changes in the next two years that may affect your ability to serve?