



Chinatown Youth Initiatives

Exploration | Education | Empowerment

The crux of Chinatown Beautification Day (CBD) is **education**. Chinatown Beautification Day (CBD) was founded in 2003 and organized in response to the government's inaction to support Chinatown after 9/11. CBD 2021 will be focused on highlighting and uplifting community organizations that work tirelessly to support Chinatown. The first day of CBD 2021 will be a digital conference with various workshops and speakers and the second day will be an in person day of action. After a long and difficult year, we hope to see many of your faces in person as we use this weekend to look inward and celebrate our wins.

Program Advisor

Chinatown Beautification Day (CBD)

Application: <https://bit.ly/3oljQAL> by **June 5th 11:59pm**

Reports to: Board of Directors

Advisory Term: June – September 2021 (with option to serve additional terms)

Official Program Date: A weekend in September

Compensation: Advisor Honorarium

Job Description:

The CBD Program Advisor will work with CBD program staff, a motivated team of youth activists, to provide guidance on conference development and program management. Special attention will be placed on offering advice and strategic support on recruiting speakers, finding a conference space, participant outreach, and developing partnerships with local Chinatown organizations and activists.

Program Advisors should expect a range of opportunities for mentorship, professional development and networking from the Board of Directors and other organizational partners. The Program Advisor may expect up to 3-5 hours of commitment per week during the summer months.

Responsibilities:

- Support program staff's conference design process
- Meet weekly during the summer to check in with CBD staff to address program needs and offer overall strategic support

- Opportunity to collaborate with consultants and CYI Board to develop training to meet the needs of the CBD staff (i.e. group dynamics, budgeting, social media training, event planning, etc.)
- Act as a liaison between program staff to share written periodic updates with Board of Directors
- Assist with writing the program debrief

Qualifications:

- Commitment to the mission and goals of Chinatown Youth Initiatives
- Experience working with high school and college students
- Program management experience preferred
- Program planning, implementation, and evaluation skills
- Highly organized and able to manage multiple tasks at once
- Collaborative, able to work with different personalities and work styles
- Conflict mediation skills and ability to work well under pressure
- Responsive on phone/email/Slack
- Previous involvement with CYI required
- *Past CBD experience a huge plus*
- *Current college student status a plus*

Please fill out this [application here](#) by June 5th, 11:59pm EST.

Chinatown Youth Initiatives (CYI) is a 501(c)(3) certified non-profit organization whose mission is to empower New York City youth with the knowledge and skills necessary to address the needs of Asian American, immigrant, and other underrepresented communities. By providing a safe and supportive environment, CYI works to build a legacy of young leaders by strengthening awareness of community issues through project initiatives.