



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 Coordinator *Chinatown Beautification Day (CBD)*

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

Reports To: CBD Program Advisor

Internship Term: June – September 2021

Official Program Date: A weekend in September

Compensation: \$400 stipend

Job Title: Program Coordinator

Job Description: CYI is looking for 5 program coordinators to work as a team and spearhead a community building event, Chinatown Beautification Day (CBD), taking place in September 2021. Coordinators are expected to have past leadership experience(s), an ability to work in a team, strong project management and organizational skills, and to be passionate about the larger Asian American and Chinatown community. Coordinators will be the **project leads** in building an event impacting hundreds of people and serve as head of one of the 5 CBD committees: workshop, event, public relations, outreach, and finance. We highly recommend each coordinator to support other committee leads as needed.

Summer coordinators may expect up to 6-10 hours of commitment per week during the summer session, including meeting weekly with the CBD advisor and attendance one weekend in September for the Chinatown Beautification Day (CBD) event.

Workshop Coordinator

Responsibilities:

- Assist in thinking about the theme and content of CBD 2021
- Recruit speakers to lead workshops during CBD's digital conference and serve as main point of contact

- Manage scheduling of speakers and overall digital conference agenda; ensure each workshop is completed within allocated time
- Manage technology logistics for workshops; lead rehearsals with speakers to ensure that event goes smoothly
- Recruit and select HS youth participants to be volunteer committee members if necessary
- Work with CYI Programs committee as needed
- Collect data relating to participant attendance and workshop metrics

Qualifications:

- Commitment to the mission and goals of Chinatown Youth Initiatives
- Passion and familiarity with the history of and issues facing Asian Americans and other underrepresented communities
- Past leadership experience
- Ability to relate to young people from diverse backgrounds
- Strong project management, public speaking, facilitation, and organizational skills
- Willingness to work in a fast paced environment
- *Either in high school or in college*
- **Experience with curriculum development and/or budgeting a plus*

Event Coordinator

Responsibilities:

- Assist in thinking about the theme and content of CBD 2021 and how the in person event connects to the theme of CBD 2021
- Spearheads and manages logistics of CBD's Day of Action, ensuring that the event runs smoothly
- Develops the schedule for the Day of Action
- Is responsible for finding the venue, catering, and merchandise for CBD 2021
- Work with CYI Programs committee as needed
- Collect data relating to day of action attendance

Qualifications:

- Commitment to the mission and goals of Chinatown Youth Initiatives
- Passion and familiarity with the history of and issues facing Asian Americans and other underrepresented communities
- Past leadership experience
- Ability to relate to young people from diverse backgrounds
- Strong project management, public speaking, facilitation, and organizational skills
- Willingness to work in a fast paced environment
- *Either in high school or in college*
- **Experience with event planning a plus*

Public Relations

Responsibilities:

- Assist in thinking about the theme and content of CBD 2021 and how the in person event
- Manages CBD 2021's social media account and marketing
- Creates graphics and captions for CBD content
- Collaborates with other organizations assist in marketing
- Works with local newspapers and holds press releases to advertise CBD
- Manages media during the day of event including recording parts of CBD for documentation and future marketing of the event
- Collects data relating to social media
- Work with CYI Communications committee as needed

Qualifications:

- Commitment to the mission and goals of Chinatown Youth Initiatives
- Passion and familiarity with the history of and issues facing Asian Americans and other underrepresented communities
- Past leadership experience
- Ability to relate to young people from diverse backgrounds
- Experience with Canva
- Tech savvy
- Willingness to work in a fast paced environment
- *Either in high school or in college*
- **Experience with curriculum development and/or budgeting a plus*

Outreach Coordinator

Responsibilities:

- Assist in thinking about the theme and content of CBD 2021 and how the in person event
- Outreach to local community organizations and activists to collaborate on CBD 2021
- Outreach to local high schools and colleges to encourage participation and bring attention to CBD 2021
- Tracks volunteer interest, partnership interest, and speaker interest
- Works with CYI Communications committee as needed
- Collect data relating to outreach

Qualifications:

- Commitment to the mission and goals of Chinatown Youth Initiatives
- Passion and familiarity with the history of and issues facing Asian Americans and other underrepresented communities
- Past leadership experience
- Ability to relate to young people from diverse backgrounds
- Strong project management, public speaking, facilitation, and organizational skills
- Willingness to work in a fast paced environment
- *Either in high school or in college*
- **Experience with outreach, a plus*

Finance Coordinator

Responsibilities:

- Assist in thinking about the theme and content of CBD 2021 and how the in person event
- Works with CYI Finance committee to plan CBD's 2021 budget
- Maintains organized and concise records of ALL transactions and funding needs
- Tracks donations during CBD
- Assist other committee members as needed

Qualifications:

- Commitment to the mission and goals of Chinatown Youth Initiatives
- Passion and familiarity with the history of and issues facing Asian Americans and other underrepresented communities
- Past leadership experience
- Ability to relate to young people from diverse backgrounds
- Strong project management, public speaking, facilitation, and organizational skills
- Willingness to work in a fast paced environment
- *Either in high school or in college*
- **Experience with curriculum development and/or budgeting a plus*

Additional information:

- Upon receipt of application, you may be contacted for a phone or video interview
- CYI Board of Directors will provide training on topics, including but not limited to: facilitation, financial budgeting, staff management, and program development, etc.
- If chosen to be part of the CBD team, you will be required to attend preparative sessions at the start of the summer. These sessions include but are not limited to, a multi-day training session and a staff retreat

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

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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.