

## Job Announcement

### **Chinese Chamber of Commerce of San Francisco (CCCSF)**

**Position Title:** Director of Programs

**Position Type:** Full-Time Exempt: In-Person Work Required

**Pay Range:** \$80,000 - \$100,000 annually

**Location:** San Francisco, CA

Are you ready to take on a leadership role that combines program management, community impact, and cultural celebration? The Chinese Chamber of Commerce of San Francisco (CCCSF) is looking for a proactive and detail-oriented **Program Director** to oversee and support its flagship programs and events, including the world-renowned Lunar New Year Festival and Parade, Miss Chinatown U.S.A. Pageant, Flower Market Fair, and Community Street Fair.

Reporting to the Executive Committee and various Boards of Directors, you'll play a critical role in ensuring these events and activities are executed flawlessly, reflecting the rich heritage and vibrant culture of San Francisco's Chinatown. Additionally, you'll support CCCSF's governance operations, such as board meetings, annual elections, and committee coordination, while managing office space and facilities to ensure smooth daily operations.

This is a unique opportunity to join an organization that sits at the heart of Chinatown's cultural and economic life, making a meaningful difference in the community while leading impactful programs that honor and celebrate its legacy.

#### **The Organization:**

The Chinese Chamber of Commerce of San Francisco is one of the oldest minority Chamber of Commerce in San Francisco. CCCSF is committed to Chinatown's economic prosperity and safety, as well as the civic well-being of San Francisco's Chinese community.

CCCSF promotes local small businesses and companies for a healthy economic ecosystem that brings prosperity to the community. It proudly stands at the center of San Francisco's Chinatown, the historic and spiritual home of our Chinese-American community.

Each year, the Chinese Chamber of Commerce hosts a number of important civic and cultural events. Among these are the most prominent Lunar New Year events: the San Francisco Lunar New Year Festival and Parade, and the Miss Chinatown U.S.A. Pageant and Coronation Ball, Flower Market Fair, Choy Sun Doe Day, Basketball Jamboree, Community Street Fair, and the Chinatown YMCA Run.

## **Position Summary:**

**Reports to:** the Chinese Chamber of San Francisco Board of Directors

The Program Director will report to the Executive Committee, the Board of Directors, the Supervisory Board, and the CCCSF Culture Foundation Board of Directors. The position will be responsible for coordinating and assisting with directors of CCCSF's core programs, including but not limited to the annual Lunar New Year Festival and Parade, Miss Chinatown U.S.A. Pageant and Coronation Ball, Flower Market Fair, and Community Street Fair to ensure programs and activities are implemented according to plan. This position will also assist CCCSF's Board of Directors to hold the monthly board meetings and annual Board of Directors elections and schedule individual program and committee meetings. The Program Director will also be responsible for managing the CCCSF's office space and facilities

## **Support Leadership and Drive Strategic Initiatives and Organizational Growth**

- Collaborate with the Executive Committee to assist with CCCSF's strategic growth and ensure alignment of activities and programs to CCCSF's goals and benchmarks.
- Assist in the strategic recruitment of new members and expand the growth of the CCCSF membership base.
- Provide guidance to direct programs and support staff development, teams, and initiatives.
- Track and document all CCCSF programs and activities and their impacts as required by grantors and funders.
- Support the Board of Directors and individual program directors in providing contextual information related to the larger advancement of the organization's works regarding day-to-day practices and operational effectiveness.
- Contribute to CCCSF's various programs throughout the year, including but not limited to the annual Lunar New Year Parade and related events, the annual Flower Market Fair, Chinese New Year Day Ceremony, Miss Chinatown USA Pageant, and Coronation Ball, Community Street Fair, annual basketball jamboree, and Chinatown YMCA Run.
- Work with the Board of Directors to plan and execute the annual new Board of Directors installation luncheon
- Foster strategic relationships with local businesses and merchants, residents, community leaders, and decision-makers.

## **Operational and Administrative Management**

- Collaborate with the Board of Directors President to set a meeting agenda for the monthly Board of Directors meeting; arrange and invite guest speakers to the Board of Directors meeting when necessary.
- Oversee the implementation of the annual Board of Directors, Supervisory Board, and CCCSF Culture Foundation 501c3 Annual Directors elections according to the organization's By-Laws.

- Work with the Board of Directors, Treasurer, Finance Committee, accountant, and staff to maintain the books for the Chamber's 501c3 and 501c3 bank accounts.
- Manage meetings for various CCCSF programs as needed
- Support the Chamber Consultant with marketing initiatives for social media and website development as needed.
- Partner with CCCSF program directors, consultants, and contractors to submit applications for grants and manage contracts to ensure timely reports and deliverables are met.
- Ensure readiness for audits or funding examination upon request by the corresponding entities or funders.
- Maintain appropriate insurance coverage for the organization's operation and programs.
- Respond to any general and media inquiries and questions related to the CCCSF's programs.
- Oversee the CCCSF office space and facilities to ensure they are functional, safe, well-maintained, and accessible for staff, board members, and guests.

#### **Required Skills:**

- Strong project management, time management, and organizational abilities.
- Excellent written and verbal communication skills.
- Ability to collaborate effectively and take initiative to complete tasks and projects.
- Sound judgment, attention to detail, and ability to manage progress effectively.
- Thorough communicator, strategic thinker, and fast learner.
- Commitment to the mission and values of the Chinese Chamber of Commerce of San Francisco.
- Proficiency in:
  - Google Workspace Suites (Drive, Docs, Sheets, etc.)
  - Microsoft Office Suites (Word, Excel, PowerPoint)
  - Telecommunications software (Zoom, Google Meet, etc.)
  - Social media platforms (Facebook, Instagram, WeChat, X, LinkedIn)
  - Website management tools (Wix.com, GoDaddy.com, etc.)

#### **Minimum Qualifications:**

- Bachelor's degree or an acceptable equivalent combination of education and experience.
- 5 to 10 years of experience in people and operations management, particularly in a Chamber of Commerce, government organization, or non-profit setting.
- Ability to work some weekends and evenings.

#### **Preferred Qualifications:**

- Experience in community development, economic development, or non-profit management.

- Previous experience in board of directors management, event planning, community outreach, and advocacy efforts.
- Proficiency in oral Cantonese and Mandarin and written Traditional and Simplified Chinese.
- Familiarity with managing grant applications and contracts, ensuring timely reports and deliverables.

**Physical Demand:**

- Ability to lift objects up to 25 lbs.
- Ability to travel to various worksite outside of the office setting

**Benefits:** Full-time Position with health insurance benefits;

- 10 days of paid holidays per year
- 401(k) retirement plan with employer matching contributions
- health benefits

**How to Apply:**

To be considered for this position, please submit the following via email to [sfchinesechamber@gmail.com](mailto:sfchinesechamber@gmail.com)

- Resume
- Cover Letter

For more information on CCCSF, visit our website at: <[www.sanfranciscochinesechamber.com](http://www.sanfranciscochinesechamber.com)>

*The Chinese Chamber of Commerce San Francisco is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.*