



BRIDGING CULTURES
COMMUNITIES & GENERATIONS

CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

JOB ANNOUNCEMENT

TITLE: Senior Center Program Coordinator (Bilingual in Chinese)

REPORTS TO: Senior Center Director

HOURS: Full-time, Monday – Friday (8:30 am to 5:00 pm) Non-Exempt position

PAY RATE: \$27.00 per hour - \$30 per hour

ABOUT: CISC is a non-profit organization, founded in 1972, that supports immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. We provide youth, family, and senior services including preschool, after-school, ESL/naturalization, in-home care case management, and healthcare navigation programs. We serve immigrants who speak Cantonese, Mandarin, Russian, Vietnamese, Spanish and additional languages at our office locations and numerous community-based sites throughout King County, Washington.

Our core values are Community, Compassion, Empowerment, Equity, and Inclusion. Read more about our core values, Land Acknowledgement, and equity statement at cisc-seattle.org/about-us.

JOB SUMMARY: The Senior Center Program Coordinator is responsible for developing and implementing outreach plans, cultivating, building, and maintaining relationships with the community. They also coordinate outreach events and workshops. Additionally, the Senior Center Program Coordinator helps motivate and encourage older adults to participate in activities at community and senior centers. They coordinate resources to reduce barriers to accessing social activities. The service areas include Greater Seattle and King County, and extensive outreach activities are conducted in various settings.

JOB DUTIES:

1. Program Development & Coordination:

- Develop, implement, and evaluate culturally appropriate programs, activities, and services that enhance seniors' well-being, socialization, and overall quality of life.
- Organize educational workshops, health and wellness programs, recreational activities, and cultural events.
- Ensure that programs align with the needs and interests of the senior community.

2. Community Outreach & Engagement:

- Conduct outreach to identify and engage non-English-speaking Chinese seniors in the community.
- Build and maintain strong relationships with community organizations, service providers, and stakeholders to enhance program offerings.
- Coordinate and participate in community events, presentations, and information sessions to promote senior center services.
- Develop outreach plans and strategies that are in line with the organization's goals and objectives.

3. Client Support & Advocacy:

- Provide support and assistance to seniors in accessing resources and services such as healthcare, social services, and government programs.
- Advocate for the needs of Chinese-speaking seniors within the community and with local agencies.
- Ensure a culturally sensitive and inclusive environment that respects language and cultural traditions.

4. Administrative & Operational Oversight:



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- Maintain records of program participation, client needs, and service utilization.
- Prepare reports, evaluations, and documentation for funding and compliance purposes.
- Supervise volunteers and/or program staff, providing guidance and support as needed.

5. Collaboration & Teamwork:

- Work closely with senior center staff, volunteers, and community partners to ensure seamless program delivery.
- Attend staff meetings, training sessions, and professional development opportunities.
- Foster a welcoming and inclusive atmosphere for all participants
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in a relevant field such as communications, public relations, sociology, social work, community development, or a related area
- Two years paid experience in a community-focused organization working with diverse communities and populations.
- Bilingual in English and Chinese (both Cantonese and Mandarin)
- Ability to read, write and type in Chinese a plus.
- Valid Washington State driver's license, own car, and auto insurance
- Demonstrated success in developing and implementing outreach strategies.
- Ability to communicate across diverse cultural, linguistic, and socioeconomic backgrounds.
- Empathy, active listening, and the ability to connect with people from various backgrounds are important for fostering trust and collaboration.
- Strong organizational and time management skills to coordinate outreach activities, events, and initiatives effectively.
- Ability to multitask and prioritize tasks in a fast-paced environment.
- Creative problem-solving skills to address community needs and overcome challenges in outreach efforts.
- Proficiency in basic computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with social media platforms.
- Employees must reside in Washington state and be within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

BENEFITS:

- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Arrangement plan
- Life insurance
- Accrue up to 8 hours paid sick leave per month
- Accrue up to 8 hours paid vacation per month
- Accrue up to 3 paid floating holidays annually
- 10 paid holidays annually
- 401k Retirement plan (with employer discretionary contribution + matching contribution)
- Transportation stipend (available for staff required to work at the Seattle office location)

LOCATION:

CISC Office
611 South Lane Street
Seattle, WA 98104



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APPLICATION:

Submit resume and cover letter to: CISC
Attn: Human Resources
611 South Lane Street
Seattle, WA 98104

Or email resume and cover letter to: jobs@cisc-seattle.org

CLOSING DATE:

Open until position filled

CISC is an Equal Opportunity Employer

CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.