



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: Program Coordinator – Health Promotion for Immigrant Seniors

REPORTS TO: Senior Center Director

HOURS: Full-time Monday – Friday, Non-Exempt position

PAY RANGE: \$27 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.

Position Summary:

The Program Coordinator will oversee and coordinate a culturally responsive health promotion program for non-English speaking immigrant seniors. This role involves program planning, implementation, community outreach, and collaboration with partners to ensure seniors receive accessible health education, wellness activities, and essential resources to enhance their well-being. The ideal candidate is a compassionate and organized individual with experience working with immigrant communities and a passion for senior health advocacy.

Key Responsibilities:

Program Coordination & Implementation

- Develop, implement, and evaluate health promotion activities tailored to the needs of non-English speaking immigrant seniors.
- Organize health workshops, exercise sessions, nutrition classes, and wellness check-ins in collaboration with community partners.
- Ensure program materials and services are linguistically and culturally appropriate.
- Maintain program records, track participation, and prepare reports for funders and stakeholders.
- Prepare class schedules in collaborative outreach sites

Community Engagement & Outreach

- Conduct outreach to immigrant senior communities to increase program awareness and participation.
- Build and maintain relationships with local community organizations, healthcare providers, and social service agencies to expand program impact.
- Develop multilingual promotional materials for outreach and marketing
- Develop partnership with new local community partnership to secure new collaborative activities sites



Collaboration with Advisory Board & Volunteers

- Coordinate professional training sessions, workshops, and program evaluations.
- Work with advisory board to develop and implement strategic initiatives for program growth and sustainability
- Ensure advisory board are aligned with the mission and goals of the program and contribute to project deliverables.
- Recruit, train, and manage volunteers to support program activities, outreach efforts, and administrative tasks.
- Ensure volunteers receive proper orientation and ongoing support to maximize their contributions to the program.

QUALIFICATIONS:

- Bachelor's degree in a relevant field such as communications, public relations, sociology, social work, community development, or a related area with two years paid positions in community-focused organizations experience.
- Bilingual in English and Chinese (Cantonese and Mandarin) required, the ability to read and write Chinese a plus.
- Experience working with diverse communities and populations.
- 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.
- Valid Washington State driver's license, own car, and auto insurance
- Proficiency in basic computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with social media platforms.

PREFERRED QUALIFICATIONS:

- Experience with Institutional Review Boards (IRB)
- Experience in implementing evidence-based fall prevention programs
- Proficiency in Motivational Interviewing (MI) techniques

BENEFITS:

- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Account
- 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.
- 11 paid holidays annually



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- 401k Retirement plan (with employer discretionary contribution + matching contribution)
- Transportation stipend (available for staff required to work at the Seattle office location)

LOCATION:

CISC
611 South Lane Street Seattle, WA
98104

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.