



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: Community Engagement Coordinator

REPORTS TO: Community Impact Director

HOURS: Full time, Monday – Friday 8:30 AM – 5:00 PM, occasionally evenings and weekend

PAY RANGE: non-exempt position, \$30.00 - \$35.00 per hour

SUPERVISORY RESPONSIBILITIES: None

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 Community Engagement Coordinator empowers community members to actively participate in the policymaking process. This position leads community engagement efforts that fosters meaningful dialogue, builds consensus around community-driven solutions, and elevates priorities to decision-makers. Working closely with community partners and other key stakeholders, the Coordinator helps develop community priorities into actionable recommendations that inform decision-making and achieves outcomes that align with CISC's mission, values, and objectives.

JOB DUTIES:

- Develop legislative priorities aligned with CISC's mission, values, and objectives in collaboration with agency leadership and partners
- Facilitate workshops, presentations, information sharing, and meaningful dialogue with CISC clients and community members that promote problem solving, civic engagement, and action-oriented solutions
- Support advocacy efforts by communicating community-identified solutions to decision-makers and raising awareness among the broader public
- Create a series of culturally and linguistically appropriate community-building events that empower Chinatown International District (CID) community members—including limited English proficient immigrants, families, and older adults—to participate in the policymaking process
- Develop an in-depth understanding of community experiences, concerns, proposed solutions, and available support services related to public safety
- Build and maintain strong relationships with community members, partner organizations, government agencies, and other key stakeholders
- Collect data for reporting and program evaluation
- Availability in the evening and weekend to host and/or attend meetings
- Other duties as assigned

QUALIFICATIONS:

CISC | BRIDGING CULTURES COMMUNITIES & GENERATIONS

- Associate or bachelor's degree in communications, political science, social work, ethnic studies, or a related field. Substantial and proven work experience in social services may substitute for academic qualification.
- Three or more years of experience in community engagement, outreach, advocacy, organizing, public education, or a related field
- Experience planning and facilitating community meetings, workshops, forums, listening sessions, or public events
- Strong verbal, written, and interpersonal communication skills, including public speaking and group facilitation
- Experience working effectively with immigrants, refugees, limited-English-proficient individuals, older adults, and culturally diverse communities
- Must be able to fluently speak Cantonese and English
- Competency in use of Microsoft 365 and the Internet for research

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
- 11 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

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 till 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.