



美華慈心關懷聯盟
Chinese American Coalition
for Compassionate Care
WWW.CACCC-USA.ORG

Job Announcement

Chinese American Coalition for Compassionate Care

Coalition Coordinator

August 20, 2008

The CACCC, the only non-profit organization in the U.S. devoted to end-of-life issues facing Chinese-Americans, is dedicated to building a community in which Chinese-Americans are able to face the end of life with dignity, respect and meaning. In less than two years, over 50 organizations have joined the Coalition. CACCC efforts are currently focused in Northern California.

The **Coalition Coordinator** will work with the Executive Director to ensure successful operation of the CACCC. This includes working with the Advisory Board; coordinating meetings, workshops and events; overseeing publication of CACCC materials in English and Chinese and managing the CACCC website; membership database and listserv; and supporting volunteers. This is a contract position estimated to be 20 hours per week.

Requirements for the position include:

- Fluency in written and spoken English and Chinese (Cantonese and/or Mandarin).
- Experience with Microsoft Office (Word, Excel, PowerPoint and Outlook), Access, and other software.
- Ability to develop, manage and complete multiple projects simultaneously.
- Meeting planning experience.
- BA preferred.
- Willingness and ability to travel and to work flexible hours.

Salary based on experience. Applications accepted until position is filled. For a complete job description, please visit

www.caccc-usa.org.

To apply for the position, please submit a cover letter and resume to:

chair@caccc-usa.org

with CACCC coordinator in the subject heading.

Building a community in which Chinese-Americans are able to face the end of life with dignity, respect and meaning.