Job Title: PROJECT MANAGER

Job Responsibility

- Seek funding opportunities for the organization through grants, sponsorships, fundraisings and donations.
- Develop new programs and conduct CACCC core programs to the community.
- Promote organization image and events to serve more Chinese communities.
- Develop relationship with partners, community leaders and potential funders.
- Recruit, retain and develop volunteers.
- Manage annual budget and operation plans.
- Prepare PowerPoint for meetings and training.
- Plan and execute community events, professional forums and fundraising events.
- Publish Monthly Newsletter, news release and manage CACCC website and Facebook.
- Provide project reports, quarterly reports and training materials.

Education and Experience

- Possess a bachelor degree.
- Have 5-year job-related experience, such as working in a non-profit organization, managing volunteer programs, leading teams and/or organizations.
- Experience in community services and volunteer works.

Capabilities

- Expert project management skills
- Proficient in Microsoft Office – Excel, Word, PowerPoint, and Adobe software skill
- Excellent written and oral communication skills in English and Chinese (Mandarin and/or Cantonese)
- Excellent in budgeting, planning, time management and organizational skills
- Excellent in problem solving skills
- Excellent public speaking skills

Time and Travel Commitments

Willingness to work flexible hours including some weekends and evenings. And ability to travel (after the COVID-19 pandemic).