



Program Manager

ABOUT MISS CHINESE BOSTON (MCB)

MCB is...

- a scholarship program for Chinese American women passionate about Chinese heritage and traditions in the modern American landscape
- a 100% volunteer-run Program, sponsored by The Chinese American Heritage Foundation (CAHF), a 501(c)(3) national nonprofit.
- a platform to give back to the community by way of participating in professional development opportunities
- the official Boston preliminary program to compete at Miss Chinatown USA (MCU), a historic and national pageant.

Mission

To develop Goodwill Ambassadors for our local and national Chinese American Communities by guiding young women through a personal, professional, and cultural development program that encourages a showcase of oneself in her best light.

Vision

Our Vision is to develop empowered role models for the next generation in the Greater Boston Chinese Community.

TEAM MEMBER COMMITMENTS

Benefits

- Have access to a network of community minded leaders via MCB & CAHF
- Develop transferable professional, personal, and cultural skills
- Flight & hotel to San Francisco during Chinese New Year
- Invest and cultivate a vibrant local Boston Chinese Community with passion & knowledge

Role Requirements

- Demonstrate a commitment to social justice, philanthropy, and/or Chinese community work

- Respond to communication in a timely manner (24-48hr turnaround)

Time Commitment

- Commit to a 1 year volunteer term from March-February.
 - We desire consistency but offer flexibility
- Estimated time commitment: 10-15 hrs/mo
 - Hours will fluctuate based on time of the year and frequency of events as the program is seasonal

SUMMARY OF RESPONSIBILITIES

We are looking for someone who is dedicated to the Boston Chinese Community and eager to help grow a development program through mentorship, recruitment, coaching, and program development.

Recruitment & Outreach

- Update Online Material as needed
 - Website
 - Flyers
 - App
- Curate & schedule material for Social Media
- Manage email inbox
- Schedule & participate in applicant interviews & auditions

Coaching

- Facilitate and provide training through curriculum and in-person trainings
- Prepare & attend most MCB sessions with program participants
- Provide holistic coaching to MCB. Sample topics include: Social Impact Initiative, Cultural Education/Awareness, Presentation Skills & Public Speaking, Confidence, MCU Experiences/Look

Program Development & Maintenance

- Upkeep Curriculum, including any associated docs (info session, orientation, checklists, lookbooks, etc)
- Attend periodic (typically monthly) MCB internal syncs for strategic & general planning w/ CAHF
- Support and strategize with the MCB Director on miscellaneous tasks
- Attend MCB events (local and national, as schedule allows)

Thank you for your interest in joining the Miss Chinese Boston Program team! To apply, please email cahf.mcb@gmail.com with your Resume and a separate document to answer the following questions:

1. Why Miss Chinese Boston?
2. Why this role?
3. Why you?