

ACDC Job Announcement

Title: Hudson Street Stoop Event Coordinator

Supervised by: Community Design & Planning Manager

Description: Part-time, hourly

Location: Hybrid remote and Boston

About the organization:

The Asian Community Development Corporation (ACDC) works in underserved and immigrant Asian American communities in the Greater Boston region to create and preserve affordable, sustainable, and healthy neighborhoods. We achieve this by building affordable homes and vibrant spaces, empowering families with asset-building tools, and strengthening communities through resident and youth leadership.

Description:

ACDC is seeking a 2024 Hudson Street Stoop Event Coordinator to support programming for Hudson Street Stoop (HSS)'s Dancing Dragon installation. Located at one of ACDC's affordable housing projects, HSS's goals are to create opportunities for social connection, reinforce Chinatown's identity and residents' sense of belonging, and improve access to and inclusive use of open space. Complementing ACDC's community building and open space advocacy efforts, the HSS Event Coordinator will gather feedback from residents and community members to prepare culturally competent programming that targets affordable housing residents and Chinatown community members. The Coordinator will work with ACDC's Community Design & Planning Manager to plan and execute events with the goals of (1) creating shared storytelling and cross-cultural exchange and (2) promoting wellbeing and open space advocacy.

Responsibilities:

- Event Planning
 - Plan and/or help execute 2024 programming and support community partners who are executing programs at Hudson Street Stoop
 - Manage and track shared Hudson Street Stoop budget
 - Process payments for project partners, such as vendors, artist, residents, etc.
 - Collaborate with ACDC's Communications team to provide content for social media and event promotion
 - Recruit and coordinate volunteers (if applicable) to ensure translations of outreach materials, staffing of space, interpretation assistance at events
- Community Building
 - Communicate and gather feedback from diverse resident population across various backgrounds via email, phone, in-person, mailings, and social media
 - Create opportunities for connection between Chinatown residents, local artists, organizations, and ACDC programs (including the A-VOYCE youth program)
- Goals for 2024 Hudson Street Stoop:
 - 5 community events (April-November 2024) that support HSS goals and amplify values of Dancing Dragon



Asian Community
Development Corporation
亞美社區發展協會

Building Homes. Empowering Families. Strengthening Communities.

- At least 2 events that address theme: storytelling and cross-cultural exchange
- At least 2 events that address theme: wellbeing and open space advocacy
- Engage 100+ community members across HSS community programs
- Effective storytelling of past & present Hudson St

Qualifications sought:

- Passion for working with working-class and immigrant communities
- Ability to engage and build relationships with people from diverse backgrounds
- Commitment to youth and resident-driven decision-making processes and social change
- Availability during some evenings and weekends
- Strong written and verbal communication skills
- Proactive, self-starter with ability to work both independently and as a team member
- Connection with Chinatown is strongly preferred

Commitment:

Available to commit to 6-10 hours a week between late February or early March and November 2024. Some weekend hours may be requested for events. Any anticipated increase or decrease in hours worked should be discussed with the Director of Community Design & Planning in advance.

Compensation:

The HSS Event Coordinator will be paid \$17-21/hour, depending on experience, for hours worked, for up to 360 hours total.

To apply, please e-mail your resume to:

Rebecca Leu, Community Design & Planning Manager, at rebecca.leu@asiancdc.org with the subject line: **"HSS Event Coordinator - [NAME]"**

Applicants should also include 1-2 ideas for HSS events in this format (less than 150 words each):

- Name of Event:
- Target Audience (Who):
- Details of Event's Activities (What):
- Goals & Considerations (Why & How):

Applications received by Monday, February 12th, 2024 will be prioritized.