

Job Opening (Full-Time Community Liaison)

Job Title	Community Liaison
Work Schedule	Wed - Sunday, 12pm - 8pm (40 hours/week)
Status	Immediate Fill
Date Prepared	June 16, 2019

Background

The Chinese United Methodist Church is a 50 year old legacy within the Chinatown/Two Bridges community. This is home to a Cantonese/Mandarin speaking congregation and a English speaking congregation. The majority of our membership commute from outside of the immediate area and we would like to increase local involvement and integrate the church better within the community.

We are looking for someone to...

- Maintain a persistent public facing presence for the CUMC and our part-time pastors
- Develop and lead outreach ministries to increase local engagement and awareness
- Understand the challenges of our neighbors and help align the church to serve these needs
- Reach out and identify organizations to partner with and maintain these relationships
- Address inquiries through church email inbox and phone number. There is minor focus on office administration

We are looking for someone who...

- Lives locally and/or has a good understanding of the Lower East Side / Chinatown / Two Bridges community
- Passionate and creative about shaping the character of the neighborhood
- Directs their own work with minimal oversight
- Is familiar with customer relationship/marketing platforms (e.g. MailChimp)
- We want someone who engages as easily with our members as those that never even stepped into a church
- Converses in Cantonese/Mandarin/English

We would love to know who you are, please contact sprc@cumc.nyc to get started

Chinese United Methodist Church

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