



華 埠 人 力 中 心
Chinatown Manpower Project, Inc.
70 Mulberry Street, New York, NY 10013 212-571-1690 www.cmpny.org



Position: Executive Director

Requires a minimum of a Bachelor's Degree with an advanced degree in related field (vocational rehabilitation, education, social work) preferred; spoken and written English and Cantonese or Mandarin ability desired; background in management/administration with program focus on job skills training and placement, education (ESL), economic development and human services.

Salary commensurate with experience and accomplishment.

Description:

We are seeking a dynamic leader to continue and grow the mission of Chinatown Manpower Project (CMP). With over 35 years of experience, CMP helps approximately 2,700 clients per year through our diverse array of programming, focusing on economic development services and educational opportunities to facilitate the entry of immigrant, refugee populations, and low-income people into the American mainstream and help them transition into economically sustaining, contributing and productive members of American society.

The Executive Director will oversee a staff of approximately 65 and will be responsible for all aspects of the organization, shaping policy in partnership with the Board of Directors, and managing the staff responsible for programs, finances, operations, fundraising, contract funding relations and community activities.

Desired experience includes:

- 10 or more years in program operations with a focus on workforce development and education
- 5 or more years as a senior-level non-profit manager or demonstrated leadership capabilities in a corporate environment
- Ability to develop a strong and committed Board and staff
- Record of significant accomplishments
- History of fundraising success in a non-profit setting
- Accomplished in forming positive relationships with Board, staff, funding sources and other constituents
- Demonstrated strong community involvement

How to Apply:

Please send resume, cover letter and salary requirements to hr@cmpny.org.

About Us:

Chinatown Manpower Project (CMP) was founded in 1972 as a private, not-for-profit community-based organization to serve immigrant and refugee populations in the New York metropolitan area with a particular focus on the Asian community. With over 35 years of experience, today we help approximately 2,700 clients per year. Our diverse array of programming focuses on economic development services and educational opportunities to facilitate this vulnerable population's entry into the American mainstream and help them transition into economically sustaining, contributing and productive members of American society as quickly as possible. To achieve this goal, our core programming is centered on three key areas: 1) adult literacy and training, including language and job skills training, job readiness instruction and job placement; 2) youth programming; and 3) our Business Outreach Center (BOC). All of our programs and services are culturally sensitive and provided by staff multi-lingual in English, Cantonese, Mandarin and other Asian languages.