



**CHARLES B. WANG  
COMMUNITY HEALTH CENTER**  
王嘉廉社區醫療中心

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The Charles B. Wang Community Health Center (health center), established in 1971, is a federally qualified health center that provides comprehensive primary care, social services, and health education primarily to underserved Asian Americans in New York City. The health center's Project Asian Health Education and Development (AHEAD) is an 8-week long summer program designed to provide training and experience for college students who are interested in pursuing a career in the health care field. The program consists of seminars and workshops, shadowing experience with health center staff, and the development and implementation of a community health project. The health center is currently recruiting for the following position:

**Job Title:** Project AHEAD Coordinator

**Reports To:** Chief Development Officer

**Responsibilities:**

The Project AHEAD Coordinator/Counselor is responsible for the overall coordination of the Project AHEAD program, including supervising and guiding interns on the development, delivery and evaluation of their community health project. The position is for nine weeks. The coordinator will:

- Develop and implement curriculum to educate interns on community health topics and Asian American health disparities, and develop teambuilding and professional skills
- Schedule seminars, workshops, and shadowing experiences
- Provide guidance and general administrative support to interns throughout the program, including the community health project, press conference, health fair, and final presentation and paper
- Act as liaison between interns and health center staff
- Create orientation manual
- Other duties as assigned

**Required Skills:**

- Must be able to commit to program from June 18 to August 17, 2012, Monday through Friday, 9am to 5pm as well as Saturday, August 11
- Minimum BS or BA in health field
- Strong interpersonal, leadership, and organizational skills
- Excellent communication skills
- Experience in community health or health education strongly preferred

**Preferred Skills:**

- Bilingual in English/Chinese

**Salary:** Stipend

Send resume and cover letter to:  
Regina Lee, chief development officer  
268 Canal Street, 6<sup>th</sup> Floor, New York, NY 10013 or [rlee@cbwchc.org](mailto:rlee@cbwchc.org)