



Organization: Committee of 100  
Website: [www.committee100.org](http://www.committee100.org)  
Headquarters: New York, New York

The Committee of 100 is a national, non-profit, non-partisan membership organization that brings a Chinese American perspective to issues concerning Asian Americans and Sino-U.S. relations. Our organization draws upon the collective experience, knowledge and resources of our members—Chinese Americans who have achieved prominence in a variety of fields—who work in partnership towards our dual mission: to encourage constructive relations between the peoples of the United States and Greater China and to promote the full participation of Chinese Americans in all facets of American life.

## **POSITION**

Title: Communications Director  
Location: New York, New York  
Compensation: Commensurate with experience, Full benefits

### **Scope of Responsibility**

Reporting to the Executive Director, the Communications Director

- Creates, implements, and oversees communications programs that effectively describe and promote the organization including website and digital newsletter.
- Performs the full range of editorial functions: planning, researching, writing, editing and producing print and digital content (incl. articles, reports, and publications).
- Provides communications support to key programs and initiatives.
- Actively participates in, and may manage, adhoc research and related projects as required.
- Provides event/project support.

### **Qualifications & Experience**

- Minimum 5 years work experience
- Exceptional communication skills: written, oral, and interpersonal
- Demonstrated ability to oversee strategic communications employing a range of content across a variety of communication vehicles
- Extensive and successful experience writing and editing for a variety of audiences in long and short form under tight deadlines.

- Demonstrated success and versatility writing and editing for a variety of media platforms; traditional and new.
- Involvement in Chinese American community/Interest in Asian American issues
- BA/BS or equivalent combination of experience and education, Graduate Degree a plus
- Project/Event Management experience

Please submit your cover letter, resume including salary information, and three writing samples to Michael Jee, Administration Director, at [mjee@committee100.org](mailto:mjee@committee100.org).