



CSC Lending

A Service of Chinatown Service Center

華心貸款

COMMUNITY OUTREACH COORDINATOR (PART-TIME)

PARTREG

Los Angeles, CA, US

Pay Range: \$24.00 to \$28.00 Hourly

Job Purpose

CSC Lending, a subsidiary of Chinatown Service Center (CSC), is an emerging community development financial institution (CDFI) established to expand access to responsible capital for underserved entrepreneurs and small businesses across Chinatown, San Gabriel Valley, and nearby areas.

The Community Outreach Coordinator plays a key role in expanding CSC Lending's visibility and community presence. This position supports the marketing and outreach of CSC Lending's loan programs and business assistance services, engages local partners and small business owners, and helps coordinate events and client intake activities that strengthen our lending pipeline.

The Community Outreach Coordinator reports to the Program Manager. Job location is in Los Angeles County, primarily based in Chinatown and Monterey Park with field assignments across surrounding communities.

Duties and Responsibilities

- Conduct outreach to local small businesses, community partners, and organizations to promote CSC Lending's loan programs and services
- Attend, table, and coordinate outreach events, workshops, and community presentations
- Distribute marketing materials and provide program information in a professional, culturally competent manner
- Maintain outreach and contact records using CSC Lending's tracking systems (e.g., Monday.com, CRM, Excel, or Google Workspace)



CSC Lending

A Service of Chinatown Service Center

華心貸款

- Support marketing and communications efforts including social media posts, flyers, and email campaigns
 - Assist clients with preliminary inquiries, loan interest forms, and referrals to CSC Lending's business counselors
 - Collect and input client and event data for grant compliance and impact reporting
 - Build and sustain positive relationships with local chambers, city economic development offices, and partner agencies
 - Support follow-up communications to ensure clients receive timely information and updates
 - Perform other outreach, administrative, and support duties as assigned to advance CSC Lending's mission
-

Qualifications

- High School Diploma or GED required; Associate's or Bachelor's degree preferred
 - 1–2 years of experience in outreach, marketing, or small business/community engagement preferred
 - Strong verbal and written communication skills; comfortable speaking with small business owners and community stakeholders
 - Organized and detail-oriented, able to manage multiple priorities and meet deadlines
 - Proficient in Microsoft Office, Google Workspace, and data entry systems; familiarity with Monday.com or CRM tools a plus
 - Reliable transportation for off-site outreach and events
 - Bilingual in English and Mandarin, Cantonese, or Spanish strongly preferred
-

Physical Demands

- Must be able to remain in a stationary position up to 50% of the time and occasionally lift up to 25 lbs for event setup



CSC Lending

A Service of Chinatown Service Center

華心貸款

- Ability to travel to outreach sites, community events, and partner meetings
- Operate standard office and event equipment (computer, phone, copier, projector, etc.)
- Ability to communicate, observe, and interact effectively in diverse community settings

Job Type: Part-Time (28 hours per week)

Reports To: CSC Lending Program Manager

Please submit your resume to info@cscclending.org and put the position in the email subject line.