ORGANIZATION: Korean Community Services of Metropolitan New York, Inc.
POSITION TITLE: Program Aide
DEPARTMENT: Education
REPORTS TO: Program Manager

ABOUT THE ORGANIZATION: Founded in 1973 as the first community-based social service agency targeting the Korean population, The Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-social service organization supported by government agencies, foundations, corporations and concerned individuals. The objectives of KCS are to develop and deliver a broad range of social service programs to meet the various needs of the community. In order to achieve these objectives, KCS provides various professional community service programs in the areas of Community, Aging, Workforce Development and Public Health.

ABOUT THE POSITION: The Education department is seeking a part-time individual to assist with the ESOL/Adult Literacy Program.

Key responsibilities include, but are not limited to:
- Perform clerical tasks such as answering the telephone, calling students, and managing incoming packages.
- Maintain cleanliness of office and classroom space.
- Assist program staff and instructors in various administrative duties such as photocopying, file organization, and logging data.
- Check inventory of supplies and re-stock when necessary.
- Additional duties assigned by the Program Manager.

Qualifications:
- Associate’s Degree preferred.
- Demonstrated proficiency in speaking, reading, and writing in English.
- Ability to speak, read, and write in another language such as Mandarin, Cantonese, or Spanish a plus.
- Demonstrated experience and knowledge in various clerical tasks.
- Experience with the immigrant community is preferred.

COMPENSATION:
Competitive compensation commensurate with experience. ($16-$17/hr)

To apply, please send a copy of your cover letter and resume to careers@kcsny.org for more information about KCS, please visit www.kcsny.org.