Job Announcement

Position: Economic Empowerment Program Coordinator
Status: Full-time non-exempt
Reports to: Economic Empowerment Program Manager

The Korean American Family Service Center, Inc. (KAFSC) is a leading non-profit organization assisting women, children, and families in the New York tri-state area in recognizing and eliminating relationship violence and abuse. Our counseling, education, advocacy, and support services help individuals empower themselves to build safe and healthy relationships based on mutual respect, compassion, and dignity. Each year, over 3,000 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

The Economic Empowerment Program Coordinator supports Economic Empowerment Program Manager in developing program direction and a long-term client-centered strategy to help survivors of gender-based violence realize their economic aspirations. This position is responsible for supporting the management of KAFSC’s job training classes and financial literacy classes, providing one-on-one job consultations, and developing referrals to job training and placement providers, continually building a comprehensive resource guide.

Economic Empowerment Program Implementation

- Provide one-on-one job consultation sessions for program participants, assisting them with job search strategies, resume building, mock interviews, and other related assistance.
- Develop short-term and long-term employment plans for clients engaged in one-on-one job consultations.
- Support clients in researching various job opportunities such as cashier positions, basic office jobs, data entry jobs, and retail jobs.
- Maintain department files, both in paper and electronic format, by accurately entering data and other relevant client-related information.
- Attend meetings with funders and partners to stay updated on program progress and discuss any necessary collaborations.
- Collaborate with the Economic Empowerment Program Manager to organize job training workshops and facilitate skill development sessions.
- Assist the Economic Empowerment Program Manager in identifying scholarship opportunities for program participants and provide guidance throughout the application process.
- Offer support to teachers to ensure effective classroom management within the program.
- Maintain thorough and up-to-date client records and documentation, ensuring completeness and accuracy.
● Prepare necessary documents, reports, and statistics for all program-related activities in a timely manner.
● Submit progress notes promptly to provide regular updates on client progress and program activities.
● Fulfill any additional duties as assigned by the Supervisor.

Skills and Qualifications
● Proficient in using a personal computer, including standard office software such as Word and Excel. Basic experience in file and directory management is required, while familiarity with spreadsheet and database software and/or mainframe systems is preferred.
● Excellent communication skills, both verbal and written, to effectively convey information.
● Demonstrates a knack for being organized, neat, and detail-oriented, with the ability to handle multiple tasks simultaneously.
● Exhibits a courteous and professional demeanor, fosters a spirit of teamwork, and works collaboratively with office staff and all hospital personnel.
● Fluent in Korean and/or Chinese and able to speak English.
● Experience as an office assistant or in a related field is a plus.
● Ability to write clearly and help with word processing when necessary.
● Warm personality with strong communication skills.
● Ability to work well under limited supervision.
● Great communication skills

Compensation and Benefits
Salary range:
● $50,000 - $55,000 commensurate with experience (Full-time)

Benefits include health, dental, and vision insurance, 25 days of paid time off, 7 days of sick time off, 11 paid holidays, and 3% 401k match for eligible participating employees.

Interested candidates should submit a cover letter and resume via email to hr@kafsc.org

NO PHONE CALLS PLEASE.

To learn more about the Korean American Family Service Center, visit our website at https://www.kafsc.org