

ORGANIZATION: Korean Community Services of Metropolitan New York, Inc.

POSITION TITLE: Project Coordinator

DEPARTMENT: Public Health and Research Center

ABOUT THE ORGANIZATION

The mission of the Korean Community Services of Metropolitan New York, Inc. (KCS) is to be the bridge for Korean immigrants and the wider Asian community to fully integrate into society and overcome any economic, health and social barriers so that they become independent and thriving members of the community. We accomplish this by providing culturally competent programs in the areas of Aging, Education, Immigration, Workforce Development, Public Health and Mental Health.

KCS serves over 1,300 individuals daily with the help of 10 Board members, 81 full- and part-time staff, and about 100 volunteers who are all working to make our community better in locations around the greater New York area. There are six site locations in the New York City area including four in Queens, an office in Manhattan and a satellite office in Brooklyn.

ABOUT THE POSITION

The Project Coordinator is an entry-level position within KCS with the primary responsibility to coordinate implementation of a health education and outreach project under the supervision of the program director/program manager.

Key Responsibilities:

Project Management

- Develop work plans of projects
- Deploy multi-level outreach activities to promote healthy behavior
- Communicate with project funders and community partners
- Coordinate assigned project deliverables
- Complete and submit all documentation required in a thorough, accurate, and timely fashion
- Organize or attend partnership meetings
- Participate in health advocacy activities
- Create educational materials
- Perform other duties such as
- Continually update internal stakeholders on project progress and next steps throughout lifecycle of projects
- Perform all other duties as assigned.

Work Skills

- Develops good relationships within the department and works as a team player
- Interacts in a professional manner with all employees of the organization
- Always ready to roll up your sleeves and help out in any way possible
- Recognizes problems and discusses it with supervisor for solutions
- Prioritizes work and completes the work in an accurate and timely manner. Reports to supervisor in case additional effort required for completing work
- Arranges for back-up coverage on assigned projects when unavailable

Qualifications:

- Associate's degree in health/social services or the equivalent required; Bachelor degree preferred
- Excellent computer skills; including familiarity with Word, Excel, PowerPoint and the ability to browse the Web comfortably; experience with database software a plus;
- Excellent interpersonal and communications skills a must;
- Must be able to travel throughout NYC or NJ for meetings, outreach, and enrollment activities;
- Must be willing to work evenings and weekends when necessary;
- Fluency in English and Korean
- Excellent organizational skills and attention to detail; Ability to put clients at ease while asking sensitive and personal questions
- Demonstrated ability to work independently and in a team environment;

Compensation:

Competitive compensation with experience

To apply please send resume and cover letter to Sara Kim at skim@kcsny.org. The subject of the email should be titled, "Project Coordinator"