

**Korean Community Service of Metropolitan New York,  
Inc.**

**POSITION  
DESCRIPTION**

**POSITION: Workforce Program Associate Director**

**EMPLOYMENT TYPE: Full-time (40 hours/week)**

**GENERAL RESPONSIBILITIES:**

The Workforce Program Associate Director will assist in the day-to-day management of the KCS Workforce Program. The Associate Director will ensure that all the operations and endeavors of KCS run smoothly and efficiently while minimizing inefficiencies in KCS services. The Associate Director will assist in ensuring full compliance with the rules and regulations of the Workforce program including achieving annual performance measures set forth by the Funder

**SPECIFIC DUTIES:**

1. Assist the Workforce Director to manage the KCS Workforce Program including the supervision staff and program participants assigned to the program office.
2. Interview applicants and review participants' eligibility according to workforce guidelines.
3. Conduct Individual Employment Plan (IEP) and assessment in a timely manner. Assist in monitoring each participant and host agency to ensure that participants' training assignments are consistent with IEP in accordance with guidelines.
4. Ensure job development services are provided, and develop strategies to enhance participants' preparedness and abilities to seek out jobs. Coordinate with public and private sectors in planning job fairs, and facilitate job opportunities for participants.
5. Ensure that case management and other supportive services are provided for the purpose of counseling, referral, and follow-up. Coordinate services within KCS or refer them to other organizations as appropriate.
6. Assist in conducting regularly scheduled participant quarterly meetings, agency meetings, and individual/group training.
7. Ensure participant's data are entered into the Workforce database on a timely basis.
8. Travel to underserved areas and conduct outreach duties at the direction of Director.
9. Manage quarterly and annual reports to the Funders
10. Support other administrative tasks for the organization, such as grant-writing, fundraising, annual

gala, workshops, community outreach, and advocacy activities. Other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

BA Degree in social services or related field, or other relevant work experience can substitute. Bilingual (English & Asian and Pacific Island language) preferred. Demonstrated ability to work effectively with people particularly of Asian American & Pacific Islander descent. Ability to effectively use word-processing, spreadsheet, and data base programs. Ability to work independently and within team structure.

To apply, please send your resume to Helen Jang at [helenjang@kcsny.org](mailto:helenjang@kcsny.org)

The subject of the email should be titled "**Associate Director**"