



Korean Community Services of Metropolitan New York, Inc.

| Position title | Department & Location | Reports to |
|--|---|------------------------|
| Senior Program Coordinator | Education Department | Senior Program Manager |
| | 203-05 32nd Ave. Bayside, NY 11361 | |
| Employment status | FLSA status | Effective date |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Contract | <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt | ASAP |

About the Organization

Founded in 1973, Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-service organization supported by government agencies, foundations, corporations, and individuals. KCS aims to develop and deliver a broad range of social service programs to meet the community's various needs.

Position Summary

The NY Education Department is seeking a passionate, dedicated, creative full-time Senior Program Coordinator to join our team. This position plays a critical role in coordinating and developing programs, supporting compliance and data reporting, as well as managing events. The ideal candidate is detail-oriented, culturally responsive, and experienced in education and/or developing community-based programming along with grant writing.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Oversee day-to-day operations of the Young Adult Service Program (YASP), the Dr. Lee Hoon Scholarship, Art & Cultural Programming, and the ESOL Program, ensuring alignment with DYCD & ALE contract requirements and organizational goals.
- Coordinate program scheduling, staffing, and service delivery to maintain quality and compliance.
- Lead and/or assist with the preparation and submission of federal, state, city, and foundation grant applications.
- Monitor contract deliverables, budgets, and timelines, ensuring timely reporting and documentation.

HEADQUARTERS (ADC | EDUCATION | HR | IMMIGRATION | PHRC | WF Develop.)

203-05 32nd Ave,
Bayside, NY 11361
Tel: 718-939-6137

100 Grove St,
Tenafly, NJ 07670
Tel : 201-541-1200

OLDER ADULT CENTER

42-15 166th St,
Flushing, NY 11358
Tel: 718-886-8203

37-06 111th St,
Corona, NY 11368
Tel: 718-651-9220

633 W 115th St,
New York, NY 10025
Tel: 718-886-8203,
347-923-0124

PUBLIC HEALTH AND RESEARCH CENTER (1)

315 5th Ave, #705,
New York, NY 10016
Tel: 212-463-9685

2460 Lemoine Ave, #400P,
Fort Lee, NJ 07024
Tel: 201-364-8375

103-04 39th Ave, #103,
Corona, NY 11368
Tel: 917-396-4149

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410 Broad Ave, #201,
Palisades Park, NJ 07650
Tel: 201-429-2866

154-05 Northern Blvd., #301-A
Flushing, NY 11354
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WORKFORCE DEVELOPMENT

325 West 38th St, #1107,
New York, NY 10018
Tel: 929-300-8630,
929-341-8302

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MENTAL HEALTH CLINIC

42-16 162nd St, 2FL,
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35-56 159th St., #2fl
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- Maintain accurate and up-to-date records in DYCD Connect and Participant Tracking System (PTS) & NYS ASISTS.
- Analyze program data to evaluate performance, identify trends, and suggest program improvements.
- Provide guidance and oversight to support staff; conduct regular check-ins to ensure effective work management.
- Foster relationships with community-based organizations, government agencies during events for outreach purposes.
- Assist with intake, goal-setting, individualized service planning (ISP) for participants and case management.
- Monitor participant progress, ensure supportive follow-up, and document outcomes in PTS.
- Create and manage project timelines for different program tasks.
- Help foster relationships with community-based organizations, government agencies during events for outreach purposes.
- Conduct phone screenings for all applicants across open positions, assisting with hiring coordination and candidate assessment.
- Assist Program Manager and/or Senior Program Manager in developing programmatic initiatives.
- Provide administrative support, including answering inquiries and reaching out to clients.
- Assist in any additional duties as assigned by the supervisor.

Education and Experience Requirements

- Educational Background: Bachelor's degree in education, non-profit, social service, or a related field required. Master's degree preferred.
- Minimum 1-2 years of experience in adult education, literacy, workforce development, or immigrant services.
- Bilingual in another East Asian language preferred (i.e. Korean, Mandarin, Cantonese).
- Strong commitment to public service; non-profit experience preferred.
- Interest and experience in working with the Asian-American community.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Knowledge

- Cultural Sensitivity: Understanding of cultural differences and ability to work effectively with individuals from diverse backgrounds.

Abilities

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- Ability to communicate effectively, verbally and in writing, in the language(s) necessary to perform the essential functions of the position (e.g., English, Korean, or both), including the ability to hear, speak, and be understood in the work environment.
- Ability to multitask, manage priorities, and meet deadlines in a fast-paced environment.
- Ability to work well both independently and in teams.
- Cultural Sensitivity: Understanding of cultural differences and ability to work effectively with individuals from diverse backgrounds.

Skills

- Excellent oral and written communication skills.
- Excellent organizational skills, with demonstrated ability to manage concurrent multiple assignments, meet tight deadlines, and prioritize efficiently with minimal supervision.
- Self-motivated, highly efficient, strong attention to details.
- Technology Support: Must be able to provide technical support to instructors as needed.
- Strong teamwork and problem-solving skills; ability to work collaboratively with staff, volunteers, and community partners.
- Proficient in using Google Workspace.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Availability: Must be available to work on weekdays and potentially over the weekends and weeknights.
- Must be able to stand and walk a considerable amount of time, almost the entire workday.
- Have hand dexterity to use the computer, office equipment, books, and assist students with activities.
- Ability to reach and bend to assist students and maintain classroom setup.
- Carry and lift supplies or objects up to 25 lbs.
- Ability to handle crisis situations and respond immediately to emergency situations.
- Comfortable working outdoors in diverse weather conditions as needed for outreach and community engagement activities.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

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All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Compensation:

\$53,000/year

Working Schedule:

40 hours per week

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Job Description Acknowledgment

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

I have reviewed the attached job description as outlined above and understand that I am responsible for all duties as outlined and other tasks as may be assigned. I understand that if I need accommodations to perform the essential functions of my job that I must contact my supervisor or Human Resources as soon as possible to begin an interactive process.

Reviewed with employee by:

Signature:

Name and title:

Date:

Received and accepted by:

Signature:

Name and title:

Date:

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

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