



Korean Community Services

Position title	Department & Location	Reports to
Event Coordinator	Development & Communications / HQ	Senior Development Manager
	203-05 32nd Avenue. 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	5/29/2026

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

As the Event Coordinator, you will play a vital role in supporting KCS's mission by managing events, overseeing communication efforts, and fostering relationships with donors and sponsors. This role requires a strong focus on planning and executing successful events that showcase KCS's commitment to the community, while also managing social media, website content, and other communication channels to promote KCS's mission and impact.

Essential Duties and Responsibilities

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

- Assist in planning, coordinating, and executing KCS fundraising events, community programs, and special events.
- Support event logistics, including registration, vendor coordination, volunteer management, event setup, and post-event follow-up.
- Maintain event timelines, checklists, and project schedules to ensure successful execution.
- Assist in creating and editing promotional materials, newsletters, social media content, and event-related communications.

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

PUBLIC HEALTH AND RESEARCH CENTER (2)

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

154-05 Northern Blvd., #301-A
Flushing, NY 11354
Tel: 718-939-6137

WORKFORCE DEVELOPMENT

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

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

MENTAL HEALTH CLINIC

42-16 162nd St, 2FL,
Flushing, NY 11358
Tel: 718-366-9540

35-56 159th St., #2fl
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- Support the development of marketing campaigns to promote KCS programs, events, and fundraising initiatives.
- Support fundraising campaigns, sponsorship outreach, and donor stewardship activities as assigned.
- Collaborate with program staff to support outreach, communications, and event planning efforts.

Education and Experience Requirements

- Bachelor's degree (or currently pursuing) or equivalent experience
- Interest in nonprofit work, community engagement, and social services.
- Familiarity with or willingness to learn about issues affecting Korean American and immigrant communities.

Abilities

- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to manage multiple tasks and meet deadlines while maintaining attention to detail.
- Korean language proficiency is preferred
- Flexibility to occasionally work evenings or weekends for events.

Skills

- Strong organizational, multitasking, and time-management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace.
- Familiarity with Canva, social media platforms, and email marketing tools (e.g., Mailchimp) preferred.
- Strong interpersonal skills and ability to build positive relationships with colleagues, volunteers, sponsors, and community members.
- Creative thinking, problem-solving, and willingness to learn.
- Positive, proactive, and team-oriented attitude.

Physical Demands and Work Environment

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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.

- May occasionally be required to lift materials up to 20 lbs for event or office setup.
- Ability to handle crisis situations and respond immediately to emergency situations.

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

Compensation:

\$ 50,000 - \$55,000

Competitive benefits package includes: paid time off, sick days, health insurance, retirement etc.

Working Schedule:

40 hours per week with occasional evenings and weekends as needed.

Application Process:

KCS will accept applications on a rolling basis until the position is filled. Only applicants selected for an interview will be contacted. Please send your cover letter and resume to Yuni Cho, Senior Manager of the Communication Team. Email: Ycho@kcsny.org

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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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