



**ORGANIZATION:** Korean Community Services of Metropolitan New York, Inc. (KCS)

**POSITION TITLE:** Program Manager

**DEPARTMENT:** Workforce Development

**REPORTS TO:** Program Director

**ABOUT THE ORGANIZATION:** Founded in 1973, The Korean Community Services of Metropolitan New York, Inc. (KCS) is the oldest and largest 501(c)(3) nonprofit organization assisting the Korean Americans and other immigrant communities in the greater New York City area. KCS envisions a world where immigrant communities remain grounded in their heritage and work together with the broader community to build a better society at large. KCS' mission is to be a bridge for Korean immigrants and the wider Asian community to fully integrate into society and overcome any economic, health and linguistic barriers so that they become independent and thriving members of the community. We accomplish this mission by providing culturally competent programs in the areas of Aging, Education, Immigration, Workforce Development, Public Health and Mental Health.

KCS' Workforce Development Department administers various programs designed to equip aging, low-income, and immigrant community members with the skills and confidence needed to overcome systemic barriers and achieve socioeconomic success. English and Computer Classes give students the basic tools necessary to acquire employment and succeed in the workplace. Internships provided by KCS' partner network of host agencies allow participants to get hands-on experience and advance their skills. Resources such as personal Strength-Finding Coaching and access to an employer network are available to the elderly and unemployed. Most importantly, each and every participant in KCS' Workforce programs is given personalized assistance and treated with the respect and cultural sensitivity they deserve.

**ABOUT THE POSITION:** KCS is seeking a full-time Program Manager who will assist in the day-to-day management of the KCS Workforce Development Program. The Program Manager will ensure that all operations run smoothly and efficiently.

Key responsibilities include, but are not limited to:

- Assisting the director in management of the Workforce Program, including the supervision of staff and program participants
- Interviewing applicants and reviewing their eligibility for programs
- Monitoring each participant and their host agency to ensure that training assignments are consistent with guidelines of the Individual Employment Plan (IEP)
- Developing strategies to enhance participants' preparation and abilities to seek out jobs
- Coordinating with public and private sectors in planning job fairs
- Ensuring availability of case management, counseling, referral, and other support services
- Assisting in planning regular meetings for participants, agencies, and individual/group training
- Managing participant database on a regular, timely basis
- Conducting outreach to underserved communities; travel required
- Drafting quarterly and annual reports to Funders
- Other administrative and related duties as assigned by the Workforce Director

KCS Main Office Adult Daycare   Education   Immigration	Corona Senior Center	Flushing Senior Center	Public Health and Research Center   Workforce Development	Brooklyn Project	Mental Health Clinic
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### QUALIFICATIONS:

- Bachelor's degree in social services or related field and/or relevant work experience
- Bilingual proficiency in English and at least 1 Asian/Pacific-Islander language preferred
- Experience supporting in a service-oriented setting, particularly those of Asian American & Pacific Islander descent.
- Strong interpersonal/communications skills and cultural competency required.
- Proficiency in standard computer skills required, e.g. web-based research and Microsoft applications (Word, Excel, PowerPoint); basic data entry skills.
- Able to travel around New York City.
- Demonstrated ability to work independently and in a team environment.
- Excellent organizational skills and attention to detail.

### COMPENSATION:

Competitive compensation commensurate with experience.

### HOW TO APPLY:

Applications are accepted on a **rolling** basis until the position is filled. KCS will only contact applicants who have been selected for an interview.

To apply, please send a copy of your cover letter and resume to [careers@kcsny.org](mailto:careers@kcsny.org) with the subject line “Workforce Program Manager - *Your Name*”.

For more information about KCS, please visit [www.kcsny.org](http://www.kcsny.org).