



KCS
WWW.KCSNY.ORG

THE KOREAN COMMUNITY
SERVICES OF METROPOLITAN
NEW YORK, INC.

뉴욕한인봉사센터

Since 1973

뉴욕한인봉사센터

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

Position Title: Operations Coordinator

Department: HQ

Reports to: Senior Program Coordinator

About the Organization: Founded in 1973 as the first community-based social service organization serving the Korean population, the Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-social service organization supported by government agencies, foundations, corporations and concerned individuals. The objectives of KCS are to develop and deliver a broad range of social service programs to meet the various needs of the community. In order to achieve these objects, KCS offers more than 20 professional community service programs in the areas of Aging, Community, Immigration, Workforce Development, Public Health and Research, Education, and Mental Health.

KCS serves over 1,300 individuals daily with the help of over 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 and two offices in Manhattan.

About the Position:

KCS is currently seeking an Operations Coordinator to join the HQ team and to assist the Senior Operations Coordinator. The ideal candidate is energetic, self-directed, and meticulous. S/he will assist the Senior Operations Coordinator with administrative and agency concerns to ensure that the organization operates efficiently and remains in compliance.

Primary responsibilities include but are not limited to:

- Assists with communicating between the HQ team and different department within KCS; handles the intake of requests from departments and will either complete task if possible, or relay request to Senior Program Coordinator
- Assists with communication between fiscal team and external vendors. Will also assist with items related to Accounts Payables and Accounts receivables
- Provides office management support including the management of phone and internet systems, database systems, and circulating general announcements
- Assists with moderating monthly staff meeting minutes by helping take meeting minutes and preparing the agenda
- Researches, prioritizes, and follows up on incoming issues concerning the Operations and HQ team, including those of sensitive or confidential nature. Helps determine appropriate course of action, referral, or response. Must be meticulous in regard to time-sensitive items
- Assists with collecting, filing, and distributing department-wide physical mail
- Assists with other duties as assigned

KCS Main Office
Adult Daycare |
Immigration | ESOL

203-05 32nd Avenue
Bayside, NY 11361
Tel: (718) 939-6137
Fax: (718) 886-6126

Corona Senior
Center

37-06 111th Street
Corona, NY 11368
Tel: (718) 651-9220
Fax: (718) 478-6055

Flushing Senior
Center

42-15 166th Street
Flushing, NY 11358
Tel: (718) 886-8203
Fax: (718) 886-8205

Public Health and
Research Center |
Workforce Development

325 W 38th Street, Ste. 1210
New York, NY 10018
Tel: (212) 463-9685
Fax: (212) 463-8347

Brooklyn Project

8710 5th Ave. 1FL
Bay Ridge, NY 11209
Tel: (718) 630-0001
Fax: (718) 630-0002

Mental Health Clinic

42-16 162nd Street, 2FL
Flushing, NY 11358
Tel: (718) 366-9540
Fax: (718) 534-4149

Candidate Requirements:

- A bachelor's degree and a minimum of 1 year of experience
- Ability to speak Korean is preferred due to the client population
- Experience with generating reports and analyzing/ interpreting data
- Experience working with database management
- Previous grant writing experience in some capacity
- Previous fiscal experience in some capacity
- Comfort working independently and with a diverse team
- Excellent interpersonal skills and ability to actively listen
- Sensitivity to confidential matters is required
- Exceptional communications skills, both written and verbal
- Interest, enthusiasm, and affinity for KCS' mission

Compensation:

Compensation commensurate with experience; Competitive benefits package which includes: paid time off, sick days, health insurance, etc.

To apply, please send a copy of your cover letter and resume to palee@kcsny.org and dchung@kcsny.org. For more information about KCS, please visit www.kcsny.org