



JOB ANNOUNCEMENT – Administrator

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

POSITION TITLE: Administrator – Mental Health Clinic (Full-Time)

REPORTS TO: MHC Assistant Director

SALARY: TBD

ABOUT THE ORGANIZATION: The Korean Community Services of Metropolitan New York's, Inc. (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, and Public Health.

ABOUT THE POSITION: This is an exciting opportunity for an energetic, self-directed and meticulous individual for a fast growing, high-impact nonprofit organization. They will assist the Mental Health Clinic and the MHC Assistant Director with administrative and agency concerns to ensure that the organization operates efficiently and remains in compliance.

Job Description:

Key responsibilities include, but are not limited to:

- Responsible and value-driven with a commitment to the mission of KCS.
- Have familiarity or ability to learn the day to day operations of an OMH state-licensed clinic.
- Supports company operations by maintaining office systems.
- Organizes and digitizes clerical data to improve team functions.
- Managing communications and coordinating various programming and outreach.
- Preparing material for grants, reports, and other items relevant to daily functioning of the clinic.
- Coordinate office activities and operations to ensure efficiency and compliance to company policies.
- Ability to prioritize goals and ensure timelines are met.
- Assist the Assistant Director with other duties as assigned.



CANDIDATE REQUIREMENTS:

- Bachelor's Degree required.
- Sensitivity to confidential matters is required.
- Excellent verbal and written communication skills in Korean and English.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- Self-motivated with ability to handle detailed work while meeting deadlines and maintaining accuracy.
- Interest, enthusiasm and affinity for KCS's mission.
- Comfort working independently and with a diverse team.

Compensation:

- Competitive compensation commensurate with experience.

How to Apply:

To apply please send resume, cover letter and references to bobae@kcsny.org and youn@kcsny.org

Note: Please write 'KCS MHC Admin' in the subject line of the email.

HEADQUARTERS

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

**CORONA OLDER
ADULT CENTER**

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

**FLUSHING OLDER
ADULT CENTER**

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

MENTAL HEALTH CLINIC

42-16 162nd St, 2nd Fl
Flushing, NY
Phone: 718-366-9540

**MANHATTAN
(PHRC/WORKFORCE)**

325 West 38th St, #1210
New York, NY 10018
Phone: 212-463-9685

NEW JERSEY

2460 Lemoine Ave, #400
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