



## Job Description

**ORGANIZATION:** Korean Community Services of Metropolitan New York, Inc.  
**POSITION TITLE:** Operations Coordinator (Full-Time)  
**DEPARTMENT:** HQ/Operation  
**REPORTS TO:** Operation Manager

**ABOUT THE ORGANIZATION:** Founded in 1973, 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 with economic empowerment, social well-being, and health and wellness. KCS envisions a world where Koreans, Korean-Americans, and other immigrant communities work together to build a better American society; one based on empathy, mutual collaboration, and dedicated service. Therefore, our mission at KCS is to serve as a bridge for Korean Americans and other underprivileged communities, helping them to address their critical needs, and assisting them in overcoming any social, economic, or health-related barriers. In this capacity, KCS offers a range of professional and culturally competent service programs specializing in the areas of Aging, Education, Immigration, Mental Health, Public Health & Research, and Workforce Development. KCS provides these services at several locations across NYC primarily in Queens, Manhattan, and Brooklyn.

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

### **Job Description:**

Essential duties and responsibilities include the following:

- 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 Operation Manager
- 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

**HEADQUARTERS  
(ADULT DAYCARE  
EDUCATION | HR  
IMMIGRATION)**  
203-05 32nd Ave  
Bayside, NY 11361  
Phone: 718-939-6137

**FLUSHING OLDER  
ADULT CENTER**  
42-15 166th St  
Flushing, NY 11358  
Phone: 718-886-8203

**CORONA OLDER  
ADULT CENTER**  
37-06 111th St  
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**PUBLIC HEALTH AND  
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315 Fifth Ave, #705  
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**WORKFORCE  
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325 West 38th St, #1107  
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**MENTAL HEALTH  
CLINIC**  
42-16 162nd St, 2nd Fl  
Flushing, NY 11358  
Phone: 718-366-9540



- 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

**Qualifications:**

- A bachelor's degree and a minimum of 1 year of experience
- 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.

**TO APPLY:**

- KCS will accept applications on a rolling basis until the position is filled. KCS will only contact applicants who have been selected for an interview.
- Please send a copy of your cover letter and resume to Namsu Chun at [nchun@kcsny.org](mailto:nchun@kcsny.org)

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