



## **JOB ANNOUNCEMENT – Program Coordinator**

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

**POSITION TITLE:** Program Coordinator (Part-Time)

**DEPARTMENT:** Education

**REPORTS TO:** Program Manager

**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:**

The Education department is seeking a part-time individual to assist with the ESOL/Adult Literacy program. Key responsibilities include, but are not limited to:

- Aid the Program Manager in managing client files and the online DYCD database.
- Help strategize and assist in recruitment of ESOL clients.
- Perform various administrative duties which includes but is not limited to answering the phone, contacting clients, and liaising with instructors.
- Additional duties as assigned by Program Manager.

### **QUALIFICATIONS:**

- Associate's degree or Bachelor's degree in a related discipline preferred.
- Demonstrated proficiency in speaking, reading, and writing in English.
- Ability to speak, read, and write in Korean.
- Proficient in Microsoft Office.
- Experience with the immigrant community is useful.

### **COMPENSATION:**

Competitive compensation commensurate with experience.

To apply, please send a copy of your cover letter and resume to [tbaik@kcsny.org](mailto:tbaik@kcsny.org) for more information about KCS, please visit [www.kcsny.org](http://www.kcsny.org).

**HEADQUARTERS**  
(ADULT DAYCARE  
EDUCATION | HR  
IMMIGRATION)  
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**FLUSHING OLDER**  
**ADULT CENTER**  
42-15 166th St  
Flushing, NY 11358  
Phone: 718-886-8203

**CORONA OLDER**  
**ADULT CENTER**  
37-06 111th St  
Corona, NY 11368  
Phone: 718-651-9220

**PUBLIC HEALTH AND**  
**RESEARCH CENTER**  
315 Fifth Ave, #705  
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2460 Lemoine Ave. #400P  
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**WORKFORCE**  
**DEVELOPMENT**  
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**MENTAL HEALTH**  
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