



**KCS**  
WWW.KCSNY.ORG

THE KOREAN COMMUNITY  
SERVICES OF METROPOLITAN  
NEW YORK, INC.

뉴욕한인봉사센터

## Job Description

**ORGANIZATION:** Korean Community Services of Metropolitan New York, Inc.  
**POSITION TITLE:** Business Officer  
**DEPARTMENT:** HQ  
**REPORTS TO:** President & CEO

**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 THE POSITION:** KCS is seeking a seasoned exceptional manager to serve as Business Officer. A unique role, the BO position at KCS is charged with managing, and supporting the overall business performance and functions of KCS. This role is responsible for operations and working alongside our fiscal team, providing human resource support, IT, building & facilities involvement, stakeholder support and others. Reporting to the President & CEO, he/she will also serve as an integral part of our HQ team.

### **DUTIES/RESPONSIBILITIES:**

#### **1. Operations Management:**

- Oversee all day to day business operations and administrative staff
- Manage and supervise HQ staff

#### **2. Human Resources, Organizational Culture:**

- Responsible for Human Resources oversight, input and developing best practices alongside the HR team

**HEADQUARTERS**  
(ADULT DAYCARE  
EDUCATION | HR  
IMMIGRATION & REGAL  
SERVICES)

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

**OLDER ADULT  
CENTER**

42-15 166th St  
Flushing, NY 11358  
Phone: 718-886-8203  
37-06 111th St  
Corona, NY 11368  
Phone: 718-651-9220  
633 W 115th St  
New York, NY 10025  
Phone:

**PUBLIC HEALTH AND  
RESEARCH CENTER**

315 Fifth Ave, #705  
New York, NY 10016  
Phone: 212-463-9685  
2460 Lemoine Ave. #400P  
Fort Lee, NJ 07024  
Phone: 201-988-2597  
103-04 39th Ave. #103,  
Corona, NY 11368  
Phone: 917-396-4149

**WORKFORCE  
DEVELOPMENT**

325 West 38th St, #1107  
New York, NY 10018  
Phone: 929-300-8630,  
929-341-8302

**MENTAL HEALTH  
CLINIC**

42-16 162nd St, 2nd Fl  
Flushing, NY 11358  
Phone: 718-366-9540



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- Supports the fiscal team to ensure that regulatory and legal documents are filed, reported, audited and in compliance with laws and regulations
- 3. Financial Management:**
  - Support grant and funding activity related to day to day operations, including financial auditing, overseeing outcomes and reporting
- 4. Buildings and Grounds, Facilities:**
  - Provide administrative support as KCS' point of contact with contractors and consultants
- 5. Information Technology:**
  - Work alongside outsourced IT vendors as necessary
  - Ensure KCS technology strategy is in place to support all technological needs in HQ and other KCS offices
- 6. Board and Stakeholder Support:**
  - Support the President & CEO in effective management of the Board, including planning for and participating in regular Board meetings, providing Board minutes, and serving as the Board liaison
- 7. Other Responsibilities:**
  - Support CEO with daily functional duties as necessary
  - Collaborate with Development and Communications team and Board committee members to successfully plan and execute fundraising initiatives including but not limited to the Annual Gala and Golf Classic
  - Support with incidents as needed

**QUALIFICATIONS:**

- Bachelor's Degree with 3-5 years working in social services, and/or non-profits with previous management or leadership experience preferred
- Demonstrated experience supporting Executive positions with the ability to drive improvement
- Strong leadership and organizational skills, with the ability to manage multiple tasks and priorities effectively
- Excellent communication and interpersonal abilities to work collaboratively with President & CEO, staff, and Program Directors
- Proven ability to make critical decisions and problem-solve in a fast-paced environment.

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- Experience with budgeting and reporting
- Fluency or near fluency in Korean highly preferred, understanding and affinity for issues impacting the AAPI community required
- Enthusiasm to take on new challenges and affinity for capacity building and growth
- Willingness to work on evenings, weekends and holidays as needed

**COMPENSATION AND BENEFITS:**

- This is a full-time position with a competitive salary of \$70,000 - \$75,000
- KCS offers a benefits package that includes employee health insurance partially covered by the organization, SIMPLE IRA plan with a match, access to professional development opportunities and more

**TO APPLY:**

- Please send a copy of your cover letter and resume to Myoungmi Kim at [mkim@kcsny.org](mailto:mkim@kcsny.org) and Chloe Byeon at [chloe@kcsny.org](mailto:chloe@kcsny.org)

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