



EMPLOYMENT OPPORTUNITY

Koreatown Youth & Community Center, Inc. (KYCC) is a non-profit organization that has been serving the Korean American and multi-ethnic Koreatown community since 1975. KYCC's programs and services are specifically directed towards recently immigrated, economically disadvantaged youth and their families. KYCC offers a wide array of programs including counseling, academic services, community outreach, business services, affordable housing, and neighborhood beautification.

We have been serving our diverse community for more than 40 years, and if you're passionate about creating change within our community, we'd like to meet you.

Community Research & Program Evaluation Coordinator (Full-time, Non-exempt)

Unit: Administrative
Posting Date: 2/16/18

Reports To: Chief Program Development Officer
Salary: \$40,000 – 50,000 annually DOE, plus BENEFITS

Positions Available: 1

Summary: Under the immediate supervision of the Chief Program Development Officer, the Community Research & Program Evaluation Coordinator is a position serving as the lead person to develop and implement agency-wide systems to conduct continuing assessments and analyze findings of human service needs of the community served by KYCC and the effectiveness of KYCC's multiple programs and services. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position.

Duties / Responsibilities:

- Coordinate agency efforts to design and conduct community needs assessment studies, analyze results, and produce reports for KYCC management on the findings.
- Coordinate agency efforts to design and implement an agency-wide system to evaluate and report effectiveness of programs and services on a continuing basis.
- Lead working groups comprised of KYCC managers, program staff, and external experts to help develop and implement community assessment and program evaluation systems.
- Lead a small team (1-3 full-time equivalent positions) to provide support to agency efforts described above.
- Participate in external and internal meetings and activities related to its organizational mission and provide verbal and written reports on the results.
- Perform other related duties as assigned by the Chief Program Development Officer.

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A Bachelor's degree from an accredited university in behavioral sciences, public administration, public health, social work, or a related field. Master's Degree preferred.
- At least two (2) years paid full-time experience in a position requiring conducting projects or studies of community social services needs and/or evaluation of the effectiveness of community-based human service programs.
- Demonstrated ability to work effectively in a diverse and dynamic community environment and with a wide range of stakeholders, including program managers, employees, community residents, and program participants.
- Familiarity with government contract and private foundation funding program reporting and evaluation requirements for community-based human service providers.
- Strong interpersonal, organizational, and written and oral communication skills.
- Ability to effectively work collaboratively with others within the organization and with external partners and a willingness to fully participate in the team process.
- Strong commitment to working with a diverse, multicultural organization and community.
- Proof of passing a TB test and Live Scan fingerprinting clearance.
- A valid Class C California Driver's License, access to personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.

To apply, please submit a **cover letter and resume**.

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