



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. Our agency was founded on serving youth, and our Youth Services staff is committed to bringing out the best in them. We strive to encourage them to find their passion by patiently supporting them, and to unlock their potential by cultivating their strengths. We believe that quality youth programs can make a powerful difference in the life of a child, and we're looking for a driven and committed individuals to join our team.

Impacting the lives of children and youth is where it all began.

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

### **Housing Services Manager (Full-time, Exempt)**

**Unit:** Housing Services  
**Posting Date:** 04/08/2021

**Reports To:** CED Director  
**Salary:** \$57,000 – 75,000 annually DOE, plus eligibility for BENEFITS

**Positions Available:** 1

**Summary:** Under the direction of the Community Economic Development Services Director, the Housing Services Manager is responsible for the implementation of programs for the Housing Services Unit, as well as unit development, staff supervision and contract administration of various housing related services. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. **This is a regular, full-time, exempt position designated to work on-site.**

#### **Duties / Responsibilities:**

- **Unit Development and Management:**
  - Assisting with the development of KYCC's new Housing Services Unit, including: policy development, hiring and training of staff, setting up space and infrastructure needed for successful launch of new unit.
  - Recruiting, training, and supervising staff.
  - Developing Unit identity, culture, and promoting diverse, equitable, and inclusive working environment for staff, clients, and other stakeholders.
  - Identifying and cultivating relationships, partnerships, and opportunities for the Housing Services Unit, with focus on providing services to unhoused individuals and/or families.
  - Providing day-to-day operation management for the overall unit.
  - Documenting and reporting unit impact internally and externally.
- **Contract management and implementation:**
  - Overseeing all existing service contracts and ensuring contract compliance and that deliverables are met.
  - Providing staff supervision, identifying gaps and needs to develop staff capacity and assessing staff performance.
  - Serving as point of contact for all program contracts and partnerships.
- **Organizational development:**
  - Attending and participating in Managers and Coordinator meetings.
  - Leading the Housing Unit and Menlo site meetings.
  - Assisting in the development and implementation of the organizational plan.
- **Menlo Site Coordination:**
  - Working with other units within KYCC to coordinate delivery of services at Menlo.
  - Working with the Youth Services Manager, planning and facilitating site partnerships and meetings.
  - Identifying gaps in services, developing programs and implementing services as needed.
- **Attend relevant meetings, trainings, agency/community events and activities.**
- **Other related duties as assigned by the Community Economic Development Services Director.**



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

- A Bachelor's degree in Community Economic Development, Business Administration, Social Welfare or other related field from an accredited college or university –OR– an AA degree in Business or Administration with ten(10) years of experience.
- Demonstrable knowledge and skill in non-profit social services, specifically in financial capability, affordable housing, or rapid re-housing services and systems.
- Minimum five(5) years of experience with staff supervision.
- Bilingual Capacity in (English/Spanish) and/or (English/Korean).
- Knowledge and/or experience working with youth and families from various socio-economic and cultural backgrounds.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Possess flexibility, initiative and ability to work under pressure and without direct supervision.
- Strong interpersonal, organizational, written and communication skills with colleagues, clients and representatives from other community organizations.
- Ability to supervise/teach instructional lessons in operation of daily youth programs.
- Ability to organize and prepare documentation in a timely manner.
- Strong commitment to working with a multi-cultural community.
- Demonstrable working knowledge of the use and operation of personal computers.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- A valid Class C California Driver License, access to a personal automobile and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- Certification in CPR (Child & Adult) and First Aid training.

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

[SUBMIT AN APPLICATION](#)