EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful and flexible and to be driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, we’d like to meet you.

Small Business Development Program Coordinator (Bilingual Korean) (Full-time, Non-exempt)

Unit: Community Economic Development Services (CEDS)  Reports to: CED Manager
Posting date: 11/5/2021  Positions Available: 1  Salary: $58,000 – 70,000 annually DOE, plus BENEFITS

Summary: Under the direction of the Community Economic Development Manager, the Small Business Development Program (SBDP) Coordinator is responsible for the development and implementation of small business development services at KYCC, including contract management, staff supervision, network coordination, and delivery of programs. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position. Some evening and weekend hours may be required.

Duties / Responsibilities:

- Assist in the development and implementation of KYCC’s Small Business Development Program:
  - Participating in developing small business development program model.
  - Leading the implementation of small business development services.
  - Coordinating activities and managing small business development service partners, including Asian Pacific Islander Small Business Program and SBA Community Navigators Pilot partners.
  - Developing and tracking program goals and objectives aligned with organizational plan.
  - Developing relationships with key stakeholders including, but not limited to: SBA, community-based organizations, banks, chambers of commerce, economic development organizations, trade groups, educational institutions, legislators, and business improvement districts.
  - Promoting SBDP programs and advocating for small business community.

- Program delivery and oversight:
  - Coordinating delivery of programs, including community outreach, presentations, and technical assistance.
  - Developing and implementing program outcomes and impact metrics to achieve internal and contractual goals and objectives.
  - Tracking and evaluating program outcome metrics to ensure program meets its projected goals.
  - Assisting in developing program budget, submit invoices, and track spending.
  - Assisting in developing resources to ensure program success.
  - Supervising, developing, and assessing staff and partners to improve quality of services.

- Contract compliance and data management:
  - Developing and tracking program outputs, outcomes and economic impact to ensure contract compliance.
  - Designing and implementing program delivery schedule, including community presentations, networking events, expo.
  - Ensuring relevant database and reports are collected and submitted on time.
  - Training and supporting staff and partners with data tracking and reporting.

- Attend relevant meetings, conferences and trainings:
  - Facilitating relevant meetings and conferences.
  - Staff, unit, and coordination meetings.
  - Quarterly agency-wide meetings/trainings.
  - Professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor.

- Perform other related duties as assigned by the Economic Development Services Manager.
Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A Bachelor's degree in Economics, Business Administration, or other related field from an accredited College/University – OR- an AA degree in Business or Administration with two(2) years of experience in Business or Administration –OR- four(4) years of experience in operating a small business.
- Experience with micro-enterprise and/or small business technical assistance.
- A minimum of two(2) years of supervisory experience.
- **Bilingual capacity in Korean/English.**
- Strong commitment to working with a multicultural community.
- Strong interpersonal, organizational, written and communication skills.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Ability to organize and prepare documentation in a timely manner.
- Demonstrable working knowledge of the use and operation of personal computers.
- A valid Class C California Driver License, access to personal automobile and proof of auto insurance.
- Proof of passing a TB test.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to inspect documents; 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.

To apply, please submit a cover letter and resume.