



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, flexible, and 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 45 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 Assistant (Temporary, Part/ Full-time, Non-exempt)

Unit: Community Economic Development (CED) Services

Posting Date: 04/10/2023

Salary: \$22.50 – 25.00 hourly, DOE

Reports To: SBP Coordinator

Positions Available: 1

Summary: The Small Business Development Program (SBDP) Assistant is responsible for assisting in the implementation of language/ culture specific to the Small Business Development Program. The SBDP Assistant is a direct service position and works under the direction of the SBDP Coordinator. The SBDP Assistant is responsible for implementation of programs and services identified and developed by the SBDP Coordinator. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. **This role is a part-time position set to work 30- 40 hours/ week (potentially a temporary, full time, non-exempt position). This temporary position is set to end in December 31, 2023.**

Duties / Responsibilities:

- **Assist in Program Marketing and Outreach:**
 - Assisting the SBDP Coordinator in developing strategy for KASBP Outreach.
 - Developing Small Business Development Program outreach assets including but not limited to: success stories, social media posts, outreach material design, flyers, and postcards.
 - Coordinating and collecting partner outreach activities;
 - Maintaining and updating KASBP.com with ongoing collaborative activities;
 - Providing outreach training and supervision to partners in the collaborative;
 - Documenting and reporting project outcomes to meet all contractual and program goals;
 - Overseeing the outreach and promotion of KASBP on various media platforms, including but not limited to print, digital, television, social media, and website; and
 - Collaborating with KYCC communications department, media consultant, and other leadership within the collaborative;
- **Assist with Administrative Duties:**
 - Data entry into program databases.
 - Compiling and consolidating data collected by program.
 - Assisting business counselor activities.
- **Attend relevant meetings and trainings:**
 - Attending monthly staff meetings.
 - Attending unit meetings.
 - Attending quarterly agency- wide meetings/ trainings.
 - Attending professional development trainings, conferences, workshops, and seminars in order to maintain and improve professional competence as assigned by the supervisor.
- **Other duties as assigned by the Small Business Development Program Coordinator.**



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

- AA degree from an accredited College/University with two years of experience in business, customer service, or nonprofit sector OR 2 years of work experience in customer service and/ or non-profit setting.
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- 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.

Desired Qualifications:

- Experience in consumer rights and advocacy.
- Bilingual capacity (English/Korean).
- Demonstrable knowledge and skill in business, including human relations, public speaking, outreach and marketing, and organizational skills.

[SUBMIT AN APPLICATION](#)