EMPLOYMENT OPPORTUNITY

KYCC is here to educate and advocate for monolingual Korean-speaking and Spanish-speaking residents of Koreatown and the neighboring area to help them understand, access and manage their basic financial needs. Deciphering forms, letters and processes, especially for a recent immigrant or those with limited English, can be a daunting process. We are looking for candidates who are passionate about teaching and helping others to understand their rights and choices, and assisting them to take small steps towards financial self-sufficiency.

We have been serving our diverse community for more than 45 years, and if you are passionate about creating change within our community, we’d like to meet you.

Lead CED Specialist (Full-time, Non-Exempt)

Unit: Community Economic Development Services (CEDS)  Reports to: CEDS Coordinator
Posting date: 08/01/23  Positions Available: 1  Salary: $25.00 – 27.88 hourly DOE, plus BENEFITS

Summary: Koreatown Youth & Community Center is seeking a bilingual (Korean/English), community-driven individual to join our Community Economic Development team. The Lead CED Specialist is responsible for implementation of programs and services identified and developed by the Community Economic Development Services Coordinator and Manager, as well as program development, mentoring staff, and contract administration of various economic development programs services. This position is a direct service position and works under the direction of the CEDS Coordinator and Manager. 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:

Financial Coaching and Asset Building Programs

- Designing and implementing language and culturally appropriate financial empowerment services, including and not limited to: Asset Building, Financial Education, Financial Coaching, and Consumer Advocate programs.
- Enrolling clients into savings programs, providing case management, and leading financial education.
- Updating client files, including intake applications and other documentation related to the program.
- Supporting and training relevant staff under the programs and reviewing case management files.
- Documenting and reporting project details to meet all contractual goals.

VITA Program

- Coordinating delivery of VITA program to meet contractual and programming goals.
- Outreaching and recruiting steady flow of VITA volunteers.
- Designing, scheduling, and implementing trainings for FamilySource Center, VITA site coordinators, and VITA program volunteers.
- Maintaining relationships with funders, partners, volunteers and client based.
- Supporting Free Tax Prep Los Angeles campaign.
- Supervising and training relevant staff under the programs.
- Documenting and reporting project details to meet contractual and program goals.
Other duties as assigned by the Community Economic Development Services Manager and Coordinator.

Minimum Qualifications:

- A Bachelor’s degree from an accredited school majoring in Economics, Business Administration, or other related field –OR- an AA degree in Business or Administration with two years of experience in financial services, business administration, or community economic development.
- At least 3 years’ experience in Community Economic Development.
- Bilingual capacity in Spanish/English or Korean/English.
- Demonstrable knowledge and skill in business, including human relations, public speaking, outreach and marketing, and organizational skills.
- 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.
- Proof of passing a TB test.
- Proof of full COVID-19 Vaccination.
- A valid Class C California Driver License, access to personal automobile and proof of auto insurance.
- 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.