EMPLOYMENT OPPORTUNITY

KYCC's FamilySource Center has two primary goals: (1) increased family income; and (2) improved academic outcomes for students, to complete High School/GED, and access post-secondary education. The Community Outreach and Engagement Coordinator will engage community members and partners to promote KYCC’s FamilySource Center programs and services.

We have been serving our diverse community for more than 45 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Community Outreach Coordinator (Full-time, Non-exempt)

**Unit:** Community Economic Development Services (FamilySource)  
**Reports To:** FamilySource Coordinator

**Positions Available:** 1  
**Posting Date:** 08/02/2023  
**Salary:** $25.00 – 30.00 hourly DOE, plus eligibility for benefits

**Summary:** KYCC's FamilySource Center services include information and referral, intake and assessment, case management, financial literacy, multi-benefit screening and enrollment, intensive case management services, food assistance, child care, employment and training, financial coaching, income tax preparation assistance (VITA), transition to middle and high school workshops, tutoring, arts education, mental health counseling, counseling and college corner/workshops (SAT, financial aid and college application preparation).

Under the direction of the FamilySource Coordinator, the Community Outreach and Engagement Coordinator is a direct service position and is responsible for implementation of programs and services developed by the FamilySource Coordinator. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position, working 40 hours per week.

**Duties / Responsibilities**

- Implementing Community outreach and engagement:
  - Outreach and engage community members, community based organizations, and educational organizations, LAUSD/ schools, and families to inform them of KYCC’s programs and services.
  - Participates in community events and meetings, to increase the KYCC’s visibility in the community.
  - Collaborate with the LAUSE Counselor (PSA) to present FSC services and programs at LAUSE schools, as well as coordinate collaborative workshops with parents.
  - Collaborate with the PSA counselor to identify students that need or have received academic assessments and identify those that need Intensive Case Management that are in middle and high school.
  - Support FamilySource Center team with intake and referrals for KYCC services.
  - Provide intake/ assessment, multi- benefit screening for individual clients and families when needed.
  - Support youth programs through recruitment efforts and ensure youth and their families are enrolled in the FSC and are assessed for case management services.
  - Promote and support services including VITA, distribution events, etc.
  - Support efforts to obtain documentation to support all youth outcomes and provide data to team on timely basis.
  - Establish linkages with community agencies to enhance services to clients.
  - Document all outreach efforts done on a weekly basis and maintain a report and log on efforts.
  - Work with FSC team to support various FSC activities.
  - Conduct youth activities or groups, as needed.
• Attend relevant meetings and trainings:
  o Attend and support events to engage and establish rapport with families, partners and community stakeholders. 
  o Attend monthly staff meetings, case supervision and other meetings. 
  o Attend quarterly agency-wide meetings/trainings. 
  o Attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor. 
• Other related duties as assigned by the FamilySource Center Coordinator.

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):
• Bachelor’s degree in social work, psychology, child development or a related field with two (2) years demonstrated experience providing case management services to vulnerable populations. 
• Demonstrable knowledge and skill in case management, including human relations, public speaking, outreach and marketing, and organization skills. 
• Bilingual capacity (Spanish or Korean/English). 
• Ability to organize and prepare documentation in a timely manner. 
• Possess initiative, flexibility, and ability to work under pressure without direct supervision. 
• Availability on evenings and/or Saturdays, when needed. 
• Demonstrable working knowledge of the use and operation of personal computers, Microsoft Office (Excel), Google Suites, and database entry. 
• 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 and fingerprinting clearance (Live Scan). 
• Proof of full COVID-19 Vaccination. 
• 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.

To apply, please submit a cover letter and resume.