



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.

Volunteer Engagement Coordinator (Full-time, Non-Exempt)

Unit: Community Economic Development Services (CEDS)

Reports To: CEDS Manager

Posting date: 10/30/2023

Positions Available: 1

Salary: \$29.80- 33.65 hourly DOE plus eligibility for BENEFITS

Summary: Under the supervision of the Community Economic Development Services Manager, the Volunteer Engagement Coordinator is responsible for the implementation of programs and services identified and developed by the Community Economic Development Services Manager. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year.

Duties / Responsibilities:

- **Program Management and Administration:**
 - Develop a year-round volunteer recruitment plan for KYCC's Volunteer Income Tax Assistant (VITA) program, Low Income Tax Clinic (LITC), and other Community Economic Development programs and services.
 - Monitor and respond promptly to inquiries regarding ongoing volunteer opportunities or individual service projects.
 - Building the capacity of volunteers and staff.
 - Develop promotional content and materials for specific opportunities and general recruitment efforts.
 - Maintain appropriate volunteer records, including applications, certifications, and hours.
 - Document and report project outcomes to meet contractual and program goals.
- **Building collaborations and partnerships in Los Angeles:**
 - Promote volunteer opportunities through public speaking engagements, one-on-one conversations, and by participating in relevant community meetings.
 - Seeking out opportunities to recruit new partners and volunteers.
 - Continue building existing collaborations – Free Tax Prep LA, IRS, Colleges and Universities, High Schools, Employers, Financial Institutions, Community Based Organization, government agencies, etc.
 - Cultivate new regional and county level partnerships to expand program's reach.
 - Work in collaboration with the KYCC's Regional Tax Program Coordinator and Earned Income Tax Credit (EITC) Partnership Coordinator to expand volunteer engagement.
- **Other duties as assigned by the CEDS Manager.**



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

- A Bachelor's degree in Human Resources, Sociology, Marketing, Business Administration or other-related field from an accredited College or University and two (2) years of experience in volunteer management and/or Human Resources.
- Comprehensive knowledge of Los Angeles County social service organizations, volunteer groups, national and state service organizations, and/or colleges/university volunteer programs.
- 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 use and operation of personal computers and remote systems.
- Excellent customer service skills.
- Effective and strong interpersonal, organizational, and written 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 Live Scan Clearance.
- A Valid Class C Driver License, personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.

Desired Qualifications:

- Certification in Volunteer Administration (CVA).

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