



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.

Community Economic Development Specialist (Full-time, Non-exempt)

Unit: Community Economic Development Services (CEDS)

Posting date: 01/17/24

Positions Available: 1

Reports to: CEDS Coordinator

Salary: \$23.00 – 26.92 hourly DOE, plus BENEFITS

Summary: The Economic Development Specialist is direct service position that is responsible for implementation, including case management and program development of language/ culture specific economic development programs. This position is responsible for implementation of programs and services identified and developed by the Economic Development Services Coordinator.

Duties / Responsibilities

- **Implement Financial Education and Asset Building program.**
 - Coordinate KYCC's financial education and matched savings program.
 - Providing financial case management services, referrals, and other support to clients participating in the matched savings program.
 - Maintaining periodic contact with clients and linking program with Financial Case Management Program.
 - Updating client files, including intake application, collecting proof of income and expenses, and other documentation related to program, like FamilySource Center and other funder.
 - Documenting and reporting project details to meet all contractual goals.
- **Implement and manage Volunteer Income Tax Assistant programs at specific sites.**
 - Managing day to day operation of VITA tax clinic at sites determined.
 - Developing and executing volunteer recruitment and retention plans and tax trainings.
 - Providing volunteer engagement and management during Tax Clinic.
 - Conducting quality review of all returns filed at specific sites, and e-filing within prescribed time limit.
 - Compiling and submitting weekly progress reports to contractor.
 - Providing tax returns at site as needed.
- **Coordinate and implement consumer advocacy projects.**
 - Outreach and recruit participants for the consumer advocate program in Spanish and English.
 - Provide a set number of education units as determined by contract.
 - Develop and/or translate education material for the project.
 - Providing direct assistance with business registration, tax payments, and other small business direct service calls.
 - Documenting and reporting project details to meet all contractual goals.
- **Attend relevant meetings and trainings.**
 - Attend monthly staff meetings;
 - Attend unit meetings;
 - Attend quarterly agency-wide meetings/trainings; and
 - Attend 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 Community Economic Development Services Coordinator.**



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 or University OR an AA degree in Business or Administration with two years of experience in Business or Administration.
- Experiences in personal tax returns, asset building and/or utility assistance programs and services.
- Bilingual capacity in **Spanish**/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 commitment to working with a multicultural community.
- Strong interpersonal, organizational, written and communication skills.
- 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 full COVID-19 Vaccination.
- 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**.

SUBMIT AN APPLICATION