



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective youth services and early childhood education 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 and flexible and to support the organization's goals and vision. KYCC's value statement is Respect... Respect for the clients we serve and Respect for the people we work with (Co-workers, community partners, supervisors). The organization encourages collaboration, commitment, effectiveness.

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 50 years, and if you are passionate about using your skills and experiences to support our mission, we would like to meet you.

Program Director (Full-time, Exempt)

Division: Children and Youth Development
Posting Date: 09/18/2025

Reports To: Chief Operations Officer
Salary: \$110,000-130,000 annually DOE, plus eligibility for BENEFITS

Positions Available: 1

Summary: The Program Director is a director-level position and works under the direction of the Chief Operations Officer. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. The Program Director is responsible for directing youth services and early childhood education units for KYCC's continued success and growth. The Program Director must think broadly and strategically about the services KYCC provides and also be detailed and organized to implement, structure and evaluate programs and activities to make the agency's programmatic visions a reality. The ideal candidate will have experience in program development, relationship management, and supervising staff, particularly in the field of youth services and early childhood education. The workday for this position will vary but can typically be Monday-Friday from 9:00 a.m. – 6:00 p.m. Early morning, evening and weekend hours are required as the work demands. This role is primarily based in-person at a designated site.

Duties & Responsibilities

Provide leadership and collaboration:

- Engage and collaborate with members of the Executive Team to ensure exceptional service delivery across all agency units.
- Work with the Chief Operations Officer to establish division goals, both short and long term.
- Work with the Director of Finance to ensure all allocated funds are utilized efficiently.
- Cultivate existing collaborations with outside agencies and government entities, while establishing new collaborations to meet the needs of the agency and community.

Responsible for development of youth services and early childhood education programs by:

- Develop, implement, and evaluate programmatic goals, objectives and services.
- Guide and oversee program budgets for all relevant programs to ensure satisfactory compliance with internal agency procedures and contract requirements.
- Lead the pursuit, application and execution of contracts and grants with funding agencies within the city, county and state levels as well as private foundations, nonprofit partners, and corporations.
- Ensure contract compliance, including meeting the contract objectives, documentation requirements, coordinating evaluation activities, and other performance related issues.
- Develop and maintain all necessary partnerships and collaboratives.
- Research, articulate and implement program standards (E.g. best practices) and enhance program quality.
- Lead the sustainability of units, cultivation of its funders, and the search for funding new programs or enhancements.

Supervise staff by:

- Overseeing recruitment, hiring, supervision, training and technical assistance of supervised staff and support their supervision of all staff and interns with the units.
- Initiating, developing and overseeing staff development and training opportunities and process.
- Conducting and/ or overseeing staff evaluations.



Attend relevant meetings and trainings:

- Participate in organizational development process including strategic planning, facility development and fundraising.
- Attend directors meetings.
- Attend division, unit, and staff meetings as necessary.
- Attend quarterly agency- wide meetings/ trainings.
- Attend conferences, workshops, trainings, seminars, and community forums as directed by the Chief Operations Officer.

Other related assignments and projects as assigned by the Chief Operations Officer.



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

- A Bachelor's degree from an accredited college or university with more than **three (3)** years of non-profit management experience.
- A Master's degree in Social Work, Marriage and Family Therapy, Organizational Management, or other related fields from an accredited university is highly desired.
- A minimum of **seven (7)** years of work experience in a community based non- profit.
- Extensive experience and/ or knowledge working with adolescents and families from various socio- economic and cultural backgrounds.
- Experience in contract management, grant writing, and fundraising.
- Ability to organize and prepare documentation in a timely manner.
- Capacity to enforce accountability, develop and empower leaders from the bottom- up, and lead from the top- down, and learning the strengths and areas of growth of the units, building successful staff.
- Ability to think strategically, have deliberate strategic vision and anticipate future needs, identify trends and consequences in lack of proactivity.
- Proven success in roles requiring execution of multiple tasks while responding to multiple priorities, as well as ability to work efficiently and be flexible.
- Ability to promote KYCC's mission and values while operating with excellence in mind
- Exceptional capacity for developing, managing and leading staff.
- Thorough understanding of the complexities of governmental contracts and budgets, a full range of knowledge of business functions and systems, including strategic development and planning.
- Ability to be a team builder who is able to connect to staff both individually and within the respective units.
- Possess initiative, flexibility, and the ability to work under pressure- 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.
- Bilingual capacity (Spanish/ English or Korean/ English) preferred.
- A valid Class C California Driver's License, personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: This position requires regular verbal communication and active listening. Frequent physical activities include standing, walking, reaching with arms, and using hands to handle or feel objects. The role also involves extended periods of computer use and sitting or standing, occasional kneeling and stooping, reaching overhead, manipulating objects by hand, and occasionally lifting or carrying items weighing up to 20 pounds
- Physical environment: An air- controlled office environment with moderate noise levels.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check and a TB test after a conditional offer of employment has been extended.

To apply, please submit a **cover letter and resume**.

SUBMIT AN APPLICATION