



## EMPLOYMENT OPPORTUNITY

KYCC's FamilySource Center (FSC) has two primary goals: increase family income and improve academic outcomes for students (to complete High School/GED and access post-secondary education). KYCC's FamilySource Center services include information and referral, intake and assessment, case management, financial literacy, multi-benefit screening and enrollment, individual service strategy development, 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).

We have been serving our diverse community for 50 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

### Administrative Assistant (Full-time, Non-exempt)

**Reports To:** Outreach Coordinator  
**Posting Date:** 12/18/2025

**Unit:** FamilySource Center (FSC)  
**Salary:** \$25.00 - \$26.00 hourly DOE, plus Benefits

**Positions Available:** 1

**Summary:** The Administrative Assistant is responsible for supporting KYCC's Wilshire FamilySource (FSC) Center front desk, including engaging clients in FSC services and supporting the team with their FSC efforts. 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 a week. The typical schedule is 9:00 AM to 5:30 PM but can vary based on program and community needs. Evening and weekend shifts may occasionally be required. This position is on-site. **This is a temporary position that is expected to end on February 11, 2026**

### Duties / Responsibilities

- **Reception & Client Services:**
  - Serve as primary point of contact for walk-ins, phone calls, emails, and inquiries.
  - Engage clients in FSC services and connect them to appropriate programs.
  - Handle difficult situations with tact, empathy, and professionalism.
  - Schedule appointments, manage front desk calendar, and monitor visitor sign-in.
  - Maintain client confidentiality and provide information about FSC programs and resources.
- **Administrative Support:**
  - Provide administrative support to the Outreach Coordinator and FSC team.
  - Maintain organized filing systems and prepare program materials.
  - Assist with data entry of client information into the call log system to schedule appointments.
  - Retrieve and organize incoming mail including packages.
  - Maintain inventory for office and baby2baby supplies and send order request to Outreach Coordinator.
  - Support event coordination and logistics.
- **Center Operations & Management:**
  - Maintain a clean, organized, and welcoming center environment such as in common areas.
  - Manage phone systems and ensure timely message relay.
  - Support setup and cleanup of meetings, workshops, and events.
  - Ensure office equipment is functioning properly.
- **Professional Development & Teamwork:**
  - Follow supervisor instructions and remain open to constructive feedback.
  - Take initiative and demonstrate leadership when appropriate.
  - Participate in staff meetings, trainings/workshops, and professional development opportunities.
  - Collaborate effectively and maintain professional standards in all interactions.
- **Perform other duties as assigned by Outreach Coordinator, FSC Manager, and/or Assistant Director.**



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

- High school diploma or equivalent with at least two (2) years relevant work experience.
- Bilingual capacity in English/Spanish.
- Possess flexibility, initiative, and ability to work under pressure.
- Strong interpersonal, organizational, written, and communication skills with colleagues, clients, and representatives from other community organizations.
- Ability to handle multiple tasks in a fast-paced environment.
- Strong commitment and competency to work with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Attention to detail and process-oriented.
- Self-directing and ability to work independently as required.
- Ability to organize and prepare documentation in a timely manner.
- Ability to use good judgment and discretion with sensitive information.
- Demonstrate working knowledge of the use and operation of personal computers.
- Proof of eligibility to work in the United States.
- Physical requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up 40 lbs.

**Desired Qualifications:**

- Knowledge and understanding of community engagement and outreach.
- Experience serving low-to-moderate income families and seniors.
- Certification in CPR and First-Aid training.

**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**