EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires passionate and committed staff that provide direct services. KYCC's Community Economic Development (CED) unit is designed to promote economic empowerment, financial stability, and wealth-building for low-income, immigrant, and diverse multicultural communities in Koreatown and Greater Los Angeles.

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're passionate about using your skills and experiences to support our mission, we'd like to meet you.

Small Business Counselor (Bilingual Spanish) - (Full-time, Non-exempt)

Unit: Community Economic Development Services (CEDS) **Reports To:** Director of CED Services
Posting Date: 11/12/2026 **Positions Available:** 1 **Salary:** $26.00 - $30.00 hourly, DOE plus benefits

Summary: The Small Business Counselor is a direct service position and works under the direction of the Director of Community Economic Development (CED) Services. The Small Business Counselor is responsible for implementation, including case management and program development, of language/culture specific economic development programs. The schedule for this position is Monday-Friday, 9:00 a.m. – 6:00 p.m. Occasional evenings and Saturdays may be required to support program needs. This role requires full-time in office work or at a designated work location. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year.

Duties / Responsibilities:

- **Provide Small Business Counseling and Technical Assistance Services.**
  Quantitative goals will be determined by current and future contracts. Responsibilities include:
  - Providing one-on-one business counseling (in-office and/or at business site), including but not limited to business planning, financial management, marketing and branding, legal and regulatory compliance, access to capital, business resilience, and customized business guidance. Candidates should be comfortable working directly with clients.
  - Creating, organizing, and presenting business development workshops and Entrepreneur Training Programs in Korean and English.
  - Actively recruiting participants for business development workshops and consultations.
  - Building and maintaining partnerships and collaborations with other institutions and community agencies.
  - Participating in tabling events to promote the program.

- **Manage client information and files by:**
  - Maintaining the client tracking system as a tool for case management, needs and trends analysis, and contract reporting.
  - Maintaining clients' files and other necessary documents to satisfy contract requirements.

- **Attend Relevant Meetings and Trainings:**
  - Attend and actively participate in monthly unit meetings and weekly program update meetings.
  - Attend quarterly agency-wide meetings and trainings.
  - Attend professional development trainings, conferences, workshops, and seminars as assigned by the supervisor to maintain and improve professional competence.

- **Other duties as assigned by the Director of CED Services.**

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.
- Experience in digital marketing, social media, and artificial intelligence tools for business development and growth, and/or expertise in bookkeeping, payroll, and business taxes.
- Experience with micro-enterprise and/or small business technical assistance.
- Bilingual capacity (Spanish/English).
- Ability to organize and prepare documentation in a timely manner.
- Demonstrated initiative, flexibility, and capacity to work effectively under pressure and with minimal supervision, including the ability to flexibly schedule Saturdays or evening hours during the week when required.
- Ability to Work 100% in-person requiring daily attendance at the office or designated work location and the ability to mobilize for outreach purposes or visit clients' businesses as needed.
- 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;
- A valid Class C California Driver License, personal automobile, and proof of auto insurance; and
- 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.

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