



KOREAN BILINGUAL ADMINISTRATIVE ASSISTANT (FULL-TIME)

JOB DESCRIPTION: Korean American Family Services is a non-profit organization seeking a Korean bilingual/bicultural Administrative Assistant. This individual is responsible for anticipating and executing on the multiple, dynamic needs of the management team. Position may require some evening and weekend hours on occasion. This is a non-exempt position.

JOB DUTIES & RESPONSIBILITIES:

1. Proactively support Executive Director and Director of Operations (Executive Team)
 - Schedule appointments, meetings, and maintain calendar
 - Organize information and documentation including filing, scanning, copying, saving, and shredding
 - Organize board meetings and conference calls including coordinating schedules, preparing venues, contacting attendees, and ensuring all information and equipment are prepared
 - Attend meetings and take minutes as assigned
 - Prepare for program audits
 - Manage special projects on behalf of Executive Team, as needed
2. Support Finance Department
 - Timesheet management and bank and credit card reconciliations
 - Input and file invoices
 - Issue, send out an file A/Ps and A/Rs
 - Assist with annual financial statement audit
 - Review and generate reports and organize data
 - Assist in preparing various agency correspondences to grantors, auditors, banks and vendors
3. Provide office-wide administrative support to create an organized work environment
 - Answer calls and greet clients as back up to receptionist, when needed
 - Troubleshoot office issues, such as identifying equipment needs, contacting vendors, etc.
 - Manage and organize office inventory and storage to maintain and safe and clean working environment
 - Provide support to other administration and programmatic staff, as needed
 - Other duties as assigned

QUALIFICATIONS:

- Must be self-starter, highly driven, and able to work independently
- Must speak, read and write English fluently
- Must speak at least conversational Korean (ability to read and write Korean a plus)
- Previous experience working with Korean community a plus
- Previous experience working with non-profits or community organizations a plus
- Must have strong organizational skills, be good at multi-tasking, and detail oriented
- Must have strong interpersonal skills—good at working with people.
- Computer proficiency, including Microsoft Office Suite

BENEFITS: \$13 - \$16/hour. Includes generous benefits including full medical, dental, and retirement plans. Opportunity for training in KFAM's core service areas such as mental health and domestic violence.

CONTACT: Please email your RESUME AND COVER LETTER *in English* to:
kyeom@kfamla.org No phone calls please.

This is an Equal Opportunity Employer