



KOREAN AMERICAN FAMILY SERVICES • 한인 가정 상담소

BILINGUAL COMMUNITY ENGAGEMENT COORDINATOR

JOB DESCRIPTION: Korean American Family Services (KFAM) is a non-profit organization specializing in family violence, mental health, and social services. KFAM is seeking a full-time bilingual (Asian Pacific Islander language) Community Engagement Coordinator, under the supervision of the Project Coordinator. This individual is responsible for coordinating special outreach events, and providing administrative support. Position requires a lot of driving, occasional air travel and some evening and weekend hours.

JOB DUTIES & RESPONSIBILITIES:

Community Outreach

- Assist in creating flyers, posters, and digital materials
- Create assessments and surveys
- Maintain complete outreach records and information
- Develop materials for key informants and constituent
- Coordinates speakers, venues, written materials for KFAM community events
- Facilitate local coalition and meetings in the community
- Translate materials from English to API Language
- Other special projects or duties, as assigned

QUALIFICATIONS:

- Bilingual Chinese or Tagalog or Korean highly preferred
- Previous experience working with API community/Faith Leaders or non-profits a plus
- Previous experience in the health field/public policy and or social sciences
- Computer proficiency, including Microsoft Office, Photoshop or Illustrator experience a plus
- Must have strong organizational skills, be good at multi-tasking, and detail oriented
- Must have strong interpersonal and communication skills—good at working with people.

BENEFITS: Salary depending upon experience. Includes generous benefits including full medical, dental, and retirement plans.

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

KFAM is an Equal Opportunity Employer