



BILINGUAL PROJECT 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) Project Coordinator. This individual is responsible for supervising project staff and volunteers for a public health campaign targeting the API Community, ensuring project deadlines are met, and coordinating special outreach events. Position requires a lot of driving, occasional air travel and some evening and weekend hours.

JOB DUTIES & RESPONSIBILITIES:

1. Project Management

- Oversee the development of community engagement, planning and implementation
- Prepare Administrative reports, invoices and other documents
- Works closely with project staff and volunteers to ensure all project outcomes and deadlines are met
- Hire and work with outside consultant, evaluators, interpreters or translators, graphic designers and etc.
- Implement a Public Health Policy Campaign

2. Community Outreach

- Facilitate meetings with key informants and policymakers
- Conduct presentations and meetings at churches, community groups and other venues
- Coordinates speakers, venues, written materials for KFAM community events
- Conduct Interviews with API Media
- Represents KFAM at various community meetings, coalitions and events
- 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
- Must be self-starter, highly driven, and able to work independently
- 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.
- Must have driver's license and valid car insurance

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