



JOB ANNOUNCEMENT

Position: **Community Outreach Assistant (Chinese Bilingual)**

Status: Non-Exempt Part-time

Salary: 20 - 25 hours/week; up to \$25/hourly (dependent on experience)

Reports to: Community Outreach and Volunteer Program Manager

The Korean-American Family Service Center, Inc. (KAFSC) is a leading non-profit organization assisting women, children, and families in the New York tri-state area to recognize and eliminate relationship violence and abuse. Our counseling, education, advocacy and support services help individuals empower themselves to build safe and healthy relationships based on mutual respect and dignity. Each year, over 2,500 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

KEY RESPONSIBILITIES

Working under the leadership of KAFSC, the Community Outreach Assistant will:

- Maintain expert knowledge of NYS Emergency Rental Assistance Program (ERAP) eligibility rules, application processes, and the relevant Online Portals for filing applications.
- Maintain expert knowledge of Department of Labor Excluded Workers Funds (EWF) eligibility rules, application processes, and the relevant Online Portals for filing EWF applications.
- Maintain expert knowledge of Vaccine scheduling, Covid-19 testing sites, and the relevant information.
- Maintain expert knowledge of Hope Against Hate/Path Forward to recruit volunteers and business for Safe Zone programs, schedule zoom workshops and participate in the relevant programs.
- Provide telephonic, written, and face-to-face engagement and enrollment services for as related to Hope Against Hate/Path Forward, ERAP and EWF applicants, Vaccine appointment scheduling and Covid-19 testing sites, and make follow up calls/emails as appropriate.
- Communicate effectively with individuals/teams in the programs to ensure high quality and timely expedition of client needs,
- Manage application assistance activities including attending meetings, post-reporting, data entry and other related tasks.
- Adhere to all data security and privacy protocols around ERAP, EWF and Covid-19 Vaccine, Testing & Trace (T2) engagements.
- Support volunteer recruitment, outreach including street canvassing, and training activities.
- Manage multiple tasks and set priorities.
- Handle a wide range of administrative and clerical tasks.
- Organize and prepare all Outreach materials.
- Performs all other duties as requested by supervisor and management team.

QUALIFICATIONS:

- High school graduation or equivalent and at least one year of experience in credentialing and enrollment.



- Work or application assistance centered activities in an area related to the duties as described above
- Excellent interpersonal, organizational, writing and computer skills
- Experience with data management and reporting;
- Understanding of New York City's diversity and experience working with people of diverse backgrounds
- Demonstrated proficiency in MS Office software with an emphasis on Excel, Word, and Gmail
- Proficiency in written and spoken [Chinese]
- Ability to travel within New York City
- Job Type: Part-time

HOW TO APPLY

Send a resume and cover letter to hr@kafsc.org.

No phone calls please. KAFSC is an Equal Opportunity Employer.

For more information about the agency and jobs, visit our website at www.kafsc.org/careers.