

KOREAN AMERICAN FAMILY SERVICE CENTER

Position description

Position: Economic Empowerment Program Manager

Status: Non-Exempt Full-Time

Reports to: Deputy Director

Supervisees: Part-Time Program Assistant and Part-Time Instructors

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, compassion and dignity. Each year, over 2,000 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

The Economic Empowerment Manager will develop strong program direction and a long-term client-centered strategy to help survivors of domestic violence and sexual assault realize their economic aspirations. This position is responsible for management of Part-Time staff and KAFSC's job training classes and financial literacy classes, providing one-on-one job consultations, and developing referrals to job training and placement providers, continually building a comprehensive resource guide.

KEY RESPONSIBILITIES

Economic Empowerment Program Implementation and DV &SA clients job consultation

Manage and/or facilitate basic and advanced computer classes, ESL classes, sewing classes, Quick classes, communications skills classes, as well as job relevant workshops that assist students to become economically independent.

- Manage Economic Empowerment classrooms and part-time staff at least 12 sessions / 3 times a year - September to December, February to May, July to August (Summer Session)
- Provide supervision to all part-time staff in a regular basis
- Recruit and manage hourly part-time or/and pro-bono instructors and provide guidance and assistance as needed
- Recruit participants for Economic Empowerment program and clients for Job consultation
- Provide one-on-one job consultation sessions for program participants to assist job search, resume building, mock interviews, and other related assistance at least 5 participant weekly basis
- Implement job training workshops or facilitate one-on-one financial skill development for survivors on a quarterly basis
- Help at least 10 participants or clients have a job on a yearly basis
- Research job placement, workforce development, banking programs, and microenterprise collaborations to afford survivors opportunities outside the Economic Empowerment program's current purview
- Research scholarships and financial literacy development opportunities available to KAFSC survivors as well as facilitate assistance with completing paperwork and

offering individual guidance to survivors. Provide interpretation/translation as needed

Economic Empowerment Program Mapping & Management

- Document individual and program progress and produce and submit reports based on this data.
- Produce accurate reports and documentation of Economic Empowerment program activities for organization's database, grant reporting, website, and newsletter
- Build and sustain relationships with current, new, and potential financial skills organizations; outreach for possible partnerships and resource-sharing in order to expand KAFSC's reach and impact
- Maintain a working knowledge of New York domestic violence service partners
- Foster and maintain constructive working relationships with law enforcement, legal service agencies, courts, NYC Family Justice Centers, ACS, and other community organizations
- Develop and update client resource guide & list of job training & legal partners

Qualifications

- Bachelor's or master degree in Social Work, Counseling, Criminal Justice, Public Health or related fields preferred.
- Oral and written fluency in English and Korean
- Familiarity with Korean/Asian and immigrant community a plus
- Sound judgment and a strong sense of social justice and activism
- Collaborative attitude, positive attitude and sense of empathy towards victims
- Computer competency in Microsoft Office Suite and internet research

Compensation and Benefits

- KAFSC covers 95% of health insurance and 100% of dental/vision monthly premiums
- 401K with company matching
- Generous 25 days of paid time off in addition to paid holidays and birthday off
- Pre-tax TransitChek

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.