



## KOREAN BILINGUAL DOMESTIC VIOLENCE PROGRAM ASSISTANT (FULL-TIME)

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

### JOB DUTIES & RESPONSIBILITIES:

1. Proactively support DV Department
  - Provide phone intake and assessment of needs of clients
  - Organize information and documentation including filing, scanning, copying, saving, and shredding
  - Create reports or documentation for different DV programs
  - Organize outreach events, coordinating media schedules, preparing venues, contacting attendees, and ensuring all information and equipment are prepared
  - Prepare for program audits
  - Provide education to clients and their families
  - Manage special projects on behalf of DV Department, as needed
  
2. 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.
  - 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:** \$14 - \$15/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](mailto:kyeom@kfamla.org) *No phone calls please.*

*KFAM is an Equal Opportunity Employer*