



Job Description: Program Coordinator, Mobile JOBS

Job Title: Korean Speaking Program Coordinator. Mobile JOBS

Job Classification: Full Time Non-Exempt

Salary Range: \$40,000 - \$45,000

Description: Established in 1972, CMP is a nonprofit organization working to promote economic self-sufficiency. Through program activities such as English as second language, work readiness activities, work experience programs, employment counseling, job skills training, job placement and follow-up, as well as entrepreneurial assistance, CMP assists an average of 3,000 individuals annually. With an increasingly diverse Asian American population in New York City, CMP is expanding to serve the growing Asian community. This position is the result of an initiative to expand our service scope to the Korean population in Flushing, New York.

Reporting to the Director, Career & Community Development, the Coordinator works 3 days per week in Flushing and 2 days per week in Manhattan. The Program Coordinator would work closely with Program Directors, community leaders, and clients.

Responsibilities:

Outreach & Community Engagement (50%)

- Act as the lead representative, promote CMP's brand awareness and introduce as well as connect CMP's existing services to the Korean American community
- Outreach and promote CMP vocational, entrepreneurial, and work readiness programs to the Korean American community
- Cultivate, establish, and maintain community, religious, business, and employer partnerships
- Develop strong collaborative relationship with Korean American non-profit organizations and gain general acceptance and support in the community
- Obtain feedback and program development recommendations from stakeholders about emerging needs concerning the target community and client population
- Identify and engage potential CMP clients from the Korean American community. Match client needs to program services offered by CMP
- Using a client centered approach, provide linkage and case management services by leveraging awareness of and connections with other agencies, entitlement programs, etc; coordinate with community based agencies to support continuum of care (e.g., housing, social services, and entitlements).
- Promote CMP's programs as a reliable employer resource for trained and qualified entry level employees;
- Connect eligible participants to CMP programs
- Attend program related meetings with funders and the community



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- Serve as a liaison with host site. Maintain good will, good behavior, and good value to the host party

Client Services (30%)

- Organize community workshops around work readiness, employment, career skills, and entrepreneurial topics
- Plan and participate in recruitment of project participants
- Coordinate intake activities, teaching assignments, case management, and vocational counseling
- Assess participant goals, aptitude, motivation, skills, and experience prior to enrollment
- Provide basic job counseling and job placement service in groups and on individual basis
- Coordinate with Manhattan based CMP team members to facilitate programmatic provisions in Flushing
- Conduct presentations to prospective employers, community partners, and other stakeholders

Administration (20%)

- Identify program expansion and fund development opportunities to enhance impact of the Mobile JOBS program initiative
- Conduct presentations to funders and other stakeholders;
- Maintain effective documentation for all case management, and administrative responsibilities;
- Provide reports to internal/external stakeholders with activity tracking, impact measurement, result analysis, and lessons learned
- Support all operations and administrative activities to ensure effective development and execution.

Requirements:

- The ability to present ideas with clarity and vision.
- Excellent interpersonal skills; ability to build relationships with diverse constituencies.
- Strong understanding of inter-connectedness between social policies and community needs and ability to address social needs in a macro level
- Superior analytical and project management skills for planning, designing, documenting, communicating and follow-up.
- Strong strategic thinking, attention to detail, and the ability to proactively identify key issues and risks
- Ability to fully understand and fully embrace CMP's mission and strategic direction in order to make spontaneous decisions when needed
- Superb communication skills
- High level of personal responsibility, initiative, and motivation.



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Qualifications:

- Bachelor's degree is required, preferably in human services or social science fields
- Advanced degree in social work, public administration, public policy, or related macro practice areas preferred
- Bilingual and bi-cultural. Ability to speak, read, and write in English and Korean
- Knowledge of the Korean and Asian communities in NYC preferred

To Apply:

Send resume and cover letter outlining interests and qualifications for the position to hr@cmpny.org, subject line: Program Coordinator, Mobile JOBS. No phone calls please.