



## JOB DESCRIPTION

**POSITION:** Operations Coordinator  
**JOB TYPE:** Full Time  
**REPORTS TO:** VP, Programs & Operations

### **BACKGROUND**

Founded in 2002, KACF has a rich and long-respected history of lifting up underserved Korean Americans in the metropolitan New York area. As a grant maker, capacity builder, philanthropic thought leader and convener for New York City's Korean American community, KACF has established its presence and reputation as the organization that fosters a spirit of generosity and social change in its community.

### **POSITION OVERVIEW**

KACF is expanding its work beyond the greater metropolitan New York area, and it seeks an **Operations Coordinator** to join a small, dynamic and growing team during this exciting stage of growth. This individual needs to bring a high level of organization, focus, maturity, and spirit of teamwork to the role. Working in close collaboration with the full staff, the Operations Coordinator will play an instrumental role in managing the organization's operations as well as the workflow of organizational leaders.

### **RESPONSIBILITIES**

#### **Bookkeeping (40%)**

- Coordinate with our finance consultant and handle bookkeeping responsibilities using QuickBooks, including processing and filing invoices for vendors and donors, recording financial transactions, reconciling expense reports, and ensuring accuracy of accounting data
- Collaborate with the finance consultant to complete the annual audit
- Maintain financial records to ensure files are up-to-date and organized
- Support the Finance Committee by coordinating meetings, taking minutes, preparing financial reports, and other administrative duties

#### **Operations & Administrative (60%)**

- Oversee general office operations to ensure the office runs smoothly
- Maintain office supplies and equipment, receive mail, and be the office's point-of contact
- Support the staff hiring, onboarding, and offboarding processes
- Provide day-to-day administrative support, including managing and updating systems, and helping the organization stay compliant with state and federal laws
- Cultivate a collaborative, inclusive, and productive work environment
- Review and analyze processes to identify inefficiencies and areas of improvement
- Provide administrative support to the VP of Programs & Operations and the President
- Coordinate with department head to support departmental needs and goals
- Other duties as they arise



## QUALIFICATIONS

- Bachelor's Degree with minimum two-three years of administrative experience, preferably in a nonprofit organization
- Self-motivated with an eagerness to learn and develop skills
- Strong organizational and time management skills
- Maturity to work with diverse group of people and manage relationships
- Strong interpersonal skills and emotional intelligence; team player
- Sound judgment and problem-solving skills
- Excellent written and verbal communication skills
- Proficiency with QuickBooks
- Passion for the work of KACF and ability to authentically articulate and champion its mission
- Understanding and appreciation of the Korean American culture, language, and traditions preferred but not required
- Available to work during non-business hours (e.g., evenings, weekends) to support key events and opportunities

## COMPENSATION

This is a full-time position with the salary range of \$55,000 to \$60,000. KACF offers a competitive benefits package that includes employee medical, dental and vision covered by the organization, Simple IRA retirement plan with match, flexible spending account (FSA) for medical and transit, access to professional development opportunities, and additional benefits. We currently have a hybrid office model, working in the office on Tuesdays and Thursdays and remotely on Mondays, Wednesdays and Fridays, and this may change pending how the pandemic evolves. This position is based in New York City.

## TIMELINE

We will be receiving applications and conducting interviews through February and March of 2023. Qualified applicants will go through an initial interview with our Capacity Building Fellow and, if selected to move on, will meet with the Vice President of Programs & Operations and President. Following interviews, the selected candidate ideally will be able to start in mid to late April 2023.

## TO APPLY

KACF welcomes applications from qualified individuals. **To apply, please fill out an application here: <https://forms.gle/yJUEAPMnYRyutdae9>**. Applications will be accepted until the position is filled.