JOB DESCRIPTION

TITLE: Executive Coordinator

POSITION REPORTS TO: President

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 Executive 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. The Executive Coordinator will play an instrumental role in providing administrative support to the President.

ROLES AND RESPONSIBILITIES
● Serve as key coordinator of the Foundation President’s schedule and daily workflow, including arranging meetings and travel logistics, expense reporting, filing, taking notes at meetings, drafting correspondences, and liaising with key staff and stakeholders to ensure the timely completion of projects and initiatives
● Ensure that the President has all necessary information and documents to support successful appointments and upcoming deadlines
● Order supplies and manage team’s needs to ensure smooth functioning of the office
● Provide administrative support to other department leaders as needed
● Other duties as they arise

QUALIFICATIONS
● Bachelor’s Degree with minimum two years of administrative experience, preferably in a nonprofit organization
● Organized; ability to manage multiple priorities and competing deadlines while maintaining attention to detail
● Mature, professional and poised; able to build and maintain strong, collegial relationships
● Excellent written and verbal communication skills
● Proven experience utilizing analytical and problem-solving skills
● Proficiency with Microsoft Office products and a demonstrated ability to perform mail-merge functions
● Self-motivated, with capacity to multi-task as a team player
- Ability to develop and manage ideas from concept to implementation
- 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 by not required
- Available to work during non-business hours (e.g., evenings, weekends) to support key events and opportunities, on an occasional basis

**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.

**TO APPLY**
KACF welcomes applications from qualified individuals. To apply, please submit a cover letter and resume to Brennan Gang at brennan@kacfny.org with subject line: KACF Executive Coordinator. Applications will be accepted until the position is filled.