



JOB ANNOUNCEMENT

Position: ***Hodori Education Specialist***

Status: Non-Exempt, Part-time

Reports to: Director of Community Engagement

Supervisees: Full-time Program Coordinator and Part-Time Instructors

Salary: \$30/hour, 15 hours/week

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 3,000 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

Hodori Afterschool Program at East-West School of International Studies is one of The Korean-American Family Service Center, Inc. major programs serving children, aged 11 to 13 (6th to 8th grades) who are mostly from low-income diverse family backgrounds. The core goal is to provide academic, social, emotional, and psychological support in a culturally and linguistically appropriate setting while comprehensively supporting their parents and families. The program will be operating from 2:15 p.m. to 5:15 p.m. Monday through Thursday and from 2:15 p.m. to 4:15 p.m. on Friday.

Under the direction of the Hodori Program Manager, the **Education Specialist** will monitor and supervise staff concerning performance and recommendations to improve it.

Key tasks include but not limited to:

- Develop, design and modify current curriculum for students in grades 6th through 8th
- Provide guidance in literacy programming serving youth, enhancing education through projects, group interactions, use of technology, etc.
- Provide staff development and technical assistance (including curricula, materials, and demonstrations as needed) to programs
- Conduct classroom observations in order to identify best practices and to inform staff development planning
- Other duties as assigned by the Program Manger

Qualification

- Bachelor's degree from an accredited college in a related field.
- Must be proficient with computers, with skills in Google Suite
- Strong oral and written communication, analytical and organizational skills
- Comfortable adapting to changing circumstances, and work with youth of various cultural and socioeconomic backgrounds



- Experience in education related
- Length of commitment: March 2024 - June 2024

HOW TO APPLY

Send a resume and cover letter to careers@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.