



JOB ANNOUNCEMENT

Position: ***Development and Communications Assistant***

Status: Non-Exempt Part Time, up to 20 hours / week

Reports to: Development and Communications Manager

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 2,500 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

KAFSC seeks a Development and Communications Assistant to provide support for special events, including major events from our Anniversary Gala, Donor Appreciation Day, and other special events a year. The Development and Communications Assistant will assist the special events team with all aspects of planning a live or virtual meeting or event. This is a dynamic position that includes special events coordination and communication responsibilities with a strong connection to KAFSC's programmatic work and mission. This position is a Part-Time position, and reports to the Development and Communications Manager.

Key Responsibilities

KAFSC's Development and Communications Assistant will provide support to the Development and Communications team with specific responsibility for all aspects of planning, coordinating and execution of a live or virtual event.

Special Events Coordination / Planning

- Responsible for all aspects of special events including, but not limited to; annual gala and other special fundraising/donor cultivation/ appreciation events with the goal of using events to deeply engage more with current and potential donors while increasing attendance and associated net revenue:
 - Oversee all aspects of event planning
 - Accompanying events team to both internal and external events
 - Generate acknowledgement letters to special event donors
 - Update database addresses
 - Prepare invoices for special event pledges and donations
 - Assisting with creative decisions
 - Attending all meetings to act as a special point of contact
 - Helping set up and dismantle events efficiently through to completion
 - Ensuring all branded items for events arrive on time
 - Work with Executive Director and Development and Communications team to develop KAFSC's annual events calendar
 - Manage the execution and logistics of major events including budget management, vendor relations, registration, sponsorship recognition, speaker coordination, volunteer management, and post-event follow-up



- Lead recruitment efforts of event attendees for large special events and frequent partner education events. Coordinate with staff and board when appropriate
- Work with the Development and Communications team and Executive Director to ensure streamlined execution of logistics for annual events
- Assist the Executive Director and Special Events team as needed

Communications

- Responsible to support KAFSC's overall communication efforts to include developing content for KAFSC's development events and fundraising activities in addition to overall public relations and marketing materials
 - Assist in maintaining KAFSC's website and in developing content for KAFSC's print and electronic communications. Assist with writing eNewsletters.
 - Develop, implement and execute KAFSC's social media strategy
 - Manage KAFSC media contacts
 - Assist in special event preparation, planning, promotion and execution
 - Gather statistics and data to create various marketing materials to extend marketing reach of KAFSC
 - Maintain all contact management databases and systems as necessary

Qualifications

- Bachelor's degree in a relevant field preferred or equivalent and at least one year of experience in credentialing and enrollment work or application assistance centered activities in an area related to the duties as described above;
- Excellent interpersonal, organizational, writing and computer skills;
- Experience with data management and reporting;
- Demonstrated proficiency in MS Office software with an emphasis on Excel, Word, and Gmail;
- Proficiency in written and spoken [Korean];
- Proactive, forward thinker, multi-tasker who can come up with creative solutions
- Extremely organized, detailed, efficient, reliable, and flexible with a hard-working mindset
- Personal integrity and ability to handle confidential and sensitive information
- Understanding of New York City's diversity and experience working with people of diverse backgrounds;
- Ability to travel within New York City.

Compensation

- \$22.00 / hour (dependent on experience)

HOW TO APPLY

Send a resume and cover letter to hr@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.