

Karsh Family Social Service Center Koreatown Community Navigator

The Karsh Family Social Service Center (the “Karsh Center”) at Wilshire Boulevard Temple is in the heart of Los Angeles’s Koreatown neighborhood. The Karsh Center, established in 2016, is a social service center offering integrated services focusing on Food and Nutrition Security, Health and Wellness, Legal Services, Parent and Child Well-being for individuals and families living in the vicinity of the Karsh Center. Centralizing these services directly with the assistance of volunteers and through a collaboration of providers at the Karsh Center enables us to offer a variety of vital services to our community. The Karsh Center is a 501 (c)(3) non-religious organization.

PRIMARY RESPONSIBILITIES

The Karsh Center is seeking a Koreatown Community Navigator to join our organization’s team. This role will help support a brand new federal Community Navigator pilot program focusing on small businesses in the area. We are looking for an energetic, creative and highly organized individual who is passionate and eager to work with the community in and around Los Angeles’ Koreatown neighborhood. The Koreatown Community Navigator will need to be bilingual in Korean/English. The goal of this new program is to address the lack of sufficient culturally and linguistically appropriate business development services within the highest concentration of Koreans and Korean Americans. The pilot will build a collaboration of social service providers to increase the number of business development service providers in the Korean American community. The Koreatown Community Navigator will work with a variety of stakeholders including community members, clients, staff, collaborators, and volunteers. This position reports to the Karsh Center’s Director of Programs and Operations. This is an hourly position with an hourly rate between \$20 and \$23, depending on experience.

Community Engagement & Program Implementation

- Identify and implement an outreach plan to engage and educate the local Korean and Korean American business community about available resources
- Help develop Korean and English outreach materials focused on COVID-19 specific support programs for local businesses
- Administer intakes to help assess eligibility for business assistance as well as other social services
- Provide in-person and online workshops and one-on-one counseling specializing in financial literacy, credit counseling, financial assistance,

- accessing government contracts and exporting
- Provide one-on-one consultations for loan, grant, and relief assistance
- Create and maintain records of outreach efforts and client interactions
- Connect clients to needed services and supports - create warm handoffs to other organizations and resources
- Attend community meetings and trainings as needed
- Work with collaborating organizations to reach project goals
- Other duties as assigned

Work within the Karsh Center's Mission and Vision

- Help build positive relations within the team and external parties
- Keep all members of the team up-to-date with relevant project information
- Communicate with team members and collaborators to ensure maximum efficiency
- Be highly organized - maintain updated records and create reports in a timely manner
- Other duties as assigned

Qualifications and Prerequisites

- Bilingual English/Korean, required
- Experience in loan, grant, and relief assistance application preparation for businesses
- Knowledge of financial literacy, credit counseling, financial assistance, accessing government contracts and exporting
- Bachelor's Degree with 2 years of experience or 4+ years of experience in similar programs within a nonprofit social services organization
- Experience working with diverse populations
- Be proficient in Microsoft Office suite, GSuite technology, and Mac OS

To apply, please send a resume and cover letter to info@karshcenter.org. References will be required.