

Khmer Community of Seattle King-County (KCSKC)

P.O. Box 46284 | Seattle, WA 98146 | www.kcsc.org



Youth Program Coordinator

Schedule: Non-exempt 0.8 FTE, 32 hours/week with some weekends

Salary and Benefits: \$25-29 per hour, full medical/dental/vision and retirement plan

Location: White Center, WA with some remote flexibility

Application Deadline: Open until filled

Reports to: Executive Director

About KCSKC:

Khmer Community of Seattle-King County is a community-based nonprofit organization based in White Center that serves the Khmer/Cambodian population in Seattle and King County. Our mission is to empower the Khmer community by bridging the intergenerational gap between elders and youth through cultural preservation and promoting well-being. We provide a range of programs and services benefitting Khmer elders ages 55+, cultural and outdoor programs for youth ages 4-25, and intergenerational activities that bring the community together. KCSKC is run by a multi-generational, Khmer-identifying staff and board. We are currently in the process of establishing the first Khmer Community Center in Washington State.

Position Summary:

The Youth Program Coordinator is responsible for planning, coordinating, and facilitating youth program activities. They will actively engage with youth in exploring cultural identity, building community relationships, and centering wellbeing through a range of activities including performing arts, community gardening, outdoor recreation, and intergenerational activities with elders. They will work closely with the Executive Director and part-time Youth Program staff to develop engaging programs and activities to educate and support our youth and strengthen our community. The ideal

candidate is committed to equity and social justice and will play a key part in fulfilling KCSKC's mission to empower the Khmer community.

Responsibilities:

Program Facilitation

- Develop, coordinate, and facilitate KCSKC youth program activities, including performing arts, community gardening, summer outdoor recreation, and intergenerational activities
- Manage youth program event calendar
- Conduct outreach and youth program recruitment through social media posting, including designing flyers and graphics
- Develop, coordinate, and facilitate youth support group in collaboration with Executive Director
- Maintain youth program records for grant administration and assist Operations staff with relevant grant reporting

Organizational Support

- Assist with general administrative tasks as needed
- Assist in planning and support of public events
- Attend staff meetings and trainings
- Support and collaborate with other team members on projects as needed

Qualifications:

- Experience working with youth, at least 2 years
- Experience with social media communications, at least 2 years preferred
- Strong written and oral communication skills
- Demonstrated ability to work well both independently and collaboratively
- Commitment to racial, gender, and environmental justice and building uplifting community voices
- Flexible and responsive to community need
- Knowledge of Khmer culture and community needs and/or desire to learn

Additional Considerations

- Valid WA driver's license required
- Pass Washington State criminal background check
- Evening/weekend hours required based on program need
- Some moderate physical activity required, including gardening and outdoor recreation

Compensation and Benefits:

- 0.8 FTE, non-exempt hourly position; 32 hours/week
- \$25-29 per hour based on experience and qualifications
- 100% medical, vision, and dental insurance
- SIMPLE IRA retirement plan with up to 3% match
- Paid vacation and sick leave, paid holidays
- Hybrid in-person/remote work with some flexibility based on program needs

To apply: Please send a resume and cover letter via email to khmer@kcskc.org. The position is open until filled.