

## **RE: Office Manger Recruitment on KACCM Webpage:**

### **Content:**

#### **Join Our Team at the Korean American Cultural Center of Michigan!**

The Korean American Cultural Center of Michigan (KACCM) is a nonprofit 501(c)(3) organization dedicated to fostering diversity and unity through the exchange and sharing of Korean culture. We nurture pride and embrace wellness to promote an understanding of cultural diversity among communities.

Location: 24666 Northwestern Highway, Southfield, MI 48075

Position: Office Manager

#### Compensation:

- Annual Salary: \$25,000
- Hourly Range: \$20 - \$25 per hour
- Part-time: 15-25 hours per week

#### Preferred Experience:

- Pursuing or holding a Bachelor's in business administration, Public Administration, or related field.
- Experience with nonprofit organizations.
- Grant writing experience.
- Flexibility to work evenings and/or weekends occasionally.
- Bilingual (Korean and English) is a plus

#### Job Description:

As an Office Manager, you will be essential to the smooth functioning of KACCM. Your responsibilities will include:

#### Key Responsibilities:

- Communication:
  - Manage communications (emails, calls, messages) with clients, partners, and team members.
  - Ensure prompt, professional responses to inquiries.
  - Coordinate meetings and appointments.
- Marketing:
  - Develop and implement social media strategies.
  - Maintain and update the website with relevant content.
- Grant Writing:
  - Research and identify grant opportunities.
  - Write compelling grant proposals and applications.
  - Prepare grant reports and documentation.
- Financial Tasks:
  - Process and reconcile accounts payable and receivable.
  - Monitor budgets and expenses.
  - Prepare financial documents and work with the accounting department.
- Studio Rental Management:
  - Oversee studio rental operations, including booking, scheduling, and contracts.
  - Ensure smooth studio operations and address client needs.
- Fundraising Experience:

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- Preferred experience in fundraising planning and conducting, with additional rewards based on fundraising outcomes.

\*Apply Now to Join Our Dedicated Team and Help Promote Cultural Diversity and Unity!

For more information or to apply, please visit our website or contact us directly.

Send your CV via Email to [info@thekaccm.org](mailto:info@thekaccm.org)

Thank you for your interest!