



JOB OPPORTUNITY

Job Title: Program Assistant, Healthy Living Program (full time)
Reports To: Community Engagement Coordinator
Job Location: Primarily in Seattle, occasionally at Bellevue office
Hours/Schedule: Full time, primarily Monday to Friday with occasional evenings and weekends; hours may vary according to program needs and functions

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to support the Asian elderly community in Greater Seattle by offering comprehensive range of health, social and educational services sensitive to their cultural and linguistic needs. Kin On's operation includes Kin On Health Care Center and Kin On Community Care Network.

As an award-winning 24/7 skilled-nursing facility, Kin On Health Care Center is dedicated to offering culturally appropriate long-term and short-term transitional care to Asian seniors. Kin On Community Care Network provides an array of in-home and support services including: Family Caregiver Support, Home Care, Healthy Aging Program and Chronic Care Management Program.

In addressing the unmet needs of the community, Kin On is undergoing a major capital expansion to create an aging-friendly campus to include a Community Center, Assisted Living Facility and Adult Family home (expected completion by Summer 2018).

ABOUT KIN ON HEALTHY LIVING PROGRAM

The Kin On Healthy Living Program aims to enable adults (aged 50+) to stay physically active, mentally sharp, and socially engaged. We hope to achieve this by offering an array of classes to promote physical fitness, creative aging, lifelong learning, technology, and health education. We currently have two locations (Seattle main campus and Bellevue Crossroads), serving over 700 community members annually.

GENERAL RESPONSIBILITIES

The HLP Intern serves as an integral part of the Healthy Living Program. Responsibilities include:

- Assist with full cycle of program development:
 - a. marketing analysis and needs assessment
 - b. program design
 - c. program development
 - d. program implementation
 - e. program evaluation and ongoing improvement
- Assist with community engagement and outreach efforts including, but not limited to:
 - a. creating marketing materials in print, electronic, and on social media
 - b. distributing promotional materials
 - c. creating marketing plans and campaigns to promote programs or activities
 - d. online marketing and social media outreach
 - e. cross promotion in partnership with other community organizations, corporations, and professional and community associations
- Assist with volunteer coordination and management
 - a. help recruit volunteers to lead and support existing and new programs
 - b. coordinate program logistics with volunteers
 - c. provide administrative support to volunteers and program instructors
- Maintain client database



- Assist with program accounting and administrative tasks
- Assist with daily facility operation of Kin On Community Center (Seattle) and ASCF/Kin On eastside location (Bellevue)
- Assist with translation (written) and interpretation (verbal)
- Collaborate with interdepartmental team members for special projects
- Other duties as assigned

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Proficient in MS Office applications
- Good communication skills
- Attention to detail, organized, follows directions
- Energetic and positive
- Team player
- Able to multitask
- Dependable, able to meet deadlines
- Experience with graphic design software (ie: Publisher, Adobe InDesign) a plus but not required
- Bilingual in Chinese and English a plus but not required
- Chinese word processing is a plus but not required

COMPENSATION: DOE

TO APPLY: Email cover letter and resume to Jean Wong, HR Manager at careers@kinon.org

Kin On is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, handicap, sex or age in its employment practices.