JOB OPPORTUNITY

Job Title: Healthy Living Assistant
Reports To: Healthy Living Director
Job Location: Seattle, WA
Hour/Schedule: Full time or Part time; Non-exempt

ABOUT KIN ON
Kin On is a nonprofit organization rooted in the Asian community for more than 35 years. Kin On’s mission is to honor, support, and advocate for our Asian elders and families by offering culturally and linguistically appropriate healthcare services in a healthy living community. Kin On operates an age friendly campus which includes a Nursing Home and Supportive Housing facilities. Additionally, Kin On offers Home Care, Social Services, and Healthy Living programs serving Asian seniors in our community.

ABOUT HEALTHY LIVING PROGRAM
The Kin On Healthy Living aims to enable adults (aged 55+) to stay physically agile, mentally balanced, 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.

GENERAL RESPONSIBILITIES

- Assist with full cycle of program development
  - market analysis and needs assessment
  - program design, development, and implementation
  - program evaluation and ongoing improvement
- Assist with volunteer coordination and management
  - help recruit volunteers to lead and support existing and new programs
  - coordinate program logistics with volunteers
  - provide administrative support to volunteers and program instructors
- Assist with community engagement and outreach efforts
  - creating marketing materials in print, electronic, and on social media
  - online marketing and social media outreach
  - cross promotion in partnership with other community organizations, corporations, and professional and community associations
- Maintain client database
- Assist with program accounting and administrative tasks
- Assist with daily facility operation of Kin On Community Center in Seattle and 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 Microsoft Office applications, Google Suite, and Zoom
- Interested and/or experience in working with older adults
- Good communications skills
- Attention to detail and organized
- Energetic and positive
- Professional and a team player
- Dependable, able to meet deadlines
- Bilingual in English and Chinese

WORKING ENVIRONMENT
This role interacts with a community-based organization. Work is performed within the community context.

TO APPLY: Please send resume and cover letter to HR via careers@kinon.org. Only qualified individuals being considered will be contacted for an interview.

Kin On is an Equal Opportunity Employer. Kin On prohibits discrimination and harassment against any employee or applicant for employment because of race, color, age, religion, sex, national origin, sexual identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.