



JOB DESCRIPTION

Position: Community Education Coordinator

Department: ADS & Community Wellness

Employment Type: Full-time, Non-Exempt

Office Location: Chicago Office (5008 N Kedzie Ave Chicago, IL 60625)

Work Hours: 40 hours per week (1 remote work day/week)

Wage Range: \$45,000 - \$48,000

Supervisor: ADS & Community Wellness Manager

Task Supervisor: Executive Manager

OVERVIEW:

This role provides comprehensive client case management while coordinating community wellness and education programs that support culturally responsive services. The position also oversees grant program operations and volunteer management, ensuring effective reporting, outreach, and engagement to advance Hanul Family Alliance's mission. Additionally, it collaborates across departments and the broader community to deliver high-quality programs and maintain strong partnerships.

DUTIES AND RESPONSIBILITIES:

Client Case Management

- Help clients access community health-related and education programs and services.
- Conduct regular check-ins with clients, either in-person or remotely, regarding their initial goals, intake, and assessment.
- Make referrals to other Hanul departments and external organizations as needed.
- Maintain a client-centered approach, ensuring that all services are responsive to clients' goals and cultural context.
- Manage client data required by funding agencies and Hanul Family Alliance.

Community Wellness and Education Programs

- Develop and coordinate community wellness and education workshops, seminars, and classes.
- Participate in community outreach events to promote community wellness and education programs.
- Recruit participants for wellness and education programs through various methods such as distributing flyers, conducting community outreach, and requesting media ads.
- Regularly update wellness and education program calendars for the Chicago Office.
- Attend applicable training and meetings related to different wellness and education programs.
- Demonstrate effective collaboration with wellness and education program instructors to ensure seamless program delivery and continuous improvement at the Hanul Chicago location.
- Support wellness and education program instructors as a task supervisor.
- Teach various wellness and education program classes, and substitute for volunteers and instructors when necessary.

Grant Program Management - Education Programs





- Responsible for the day-to-day operations of the grant programs such as Adult Volunteer Literacy (AVL) Program and corporate grant programs.
- Prepare and submit required narrative and fiscal reports.
- Prepare and submit necessary grant renewal proposals for relevant programs.
- Supervise AVL volunteer tutors to ensure required training and attendance.
- Monitor necessary testing and evaluation procedures for participating students.
- Monitor and maintain student and volunteer files separately for the various grant programs.
- Attend required training and workshops.
- Conduct outreach to achieve program goals and objectives.

Volunteer Management

- Respond to volunteer inquiries and promote Hanul's mission to prospective volunteers.
- Recruit, screen, and onboard volunteers for various roles.
- Collaborate with various Hanul departments to appropriately match volunteers with opportunities that suit their interests and skills.
- Proactively enhance recruitment strategies and maintain a presence at community events to attract new volunteers.
- Maintain accurate volunteer data using Apricot and other management systems.
- Plan and execute volunteer appreciation initiatives and events.

Other

- Participate and support the organization's fundraising activities and events.
- Attend meetings and trainings to network and cultivate relationships with other service providers, funders and government agencies.
- Travel between offices may be required for work purposes.

QUALIFICATIONS:

- Bachelor's degree in public health, social work, psychology, sociology, or related field from an accredited college or university preferred.
- Bilingual proficiency in Korean and English.
- Supervisory, teaching, or any experience in a nonprofit organization preferred.
- Working knowledge of Microsoft Office and Google Suites.
- Ability to develop, coordinate, and implement new activities and events.
- Strong prioritization skills to effectively manage time, volunteers, and facilities.
- Strong cultural competence and sensitivity to the needs of diverse populations.
- Highly motivated, energetic, and confident in leadership skills.
- Excellent organizational, communication, and interpersonal skills.

BENEFITS:

- Paid Time-Offs
- Paid Holidays
- Birthday Vacation
- Group Health, Dental, & Vision Insurance





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LAKE COUNTY
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Lincolnshire, IL 60069
T: (847) 393-7488
F: (847) 393-7517

- 401K Retirement Plan
- Anniversary and Year-End Bonuses
- Free Staff Lunch (upon availability)

To Apply: Complete the [Employee Application Form](#) and follow the instructions on the form.

Hanul Family Alliance is an equal opportunity employer. Feel free to contact us at career@hanulusa.org if you have any questions.



WEBSITE: hanulusa.org



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