Asians for Miracle Marrow Matches (A3M)

POSITION
Korean Outreach and Recruitment Coordinator

SUMMARY
Asians for Miracle Marrow Matches (A3M) is a community-based, non-profit organization affiliated with the National Marrow Donor Program (NMDP) and committed to helping patients in need of bone marrow and stem cell transplants. The Korean Outreach and Recruitment Coordinator position consists of education, outreach, and marrow donor recruitment in a culturally and linguistically appropriate manner to Korean communities located primarily in the Los Angeles, Orange, Riverside, San Bernardino and San Diego counties.

DUTIES AND RESPONSIBILITIES
- Conduct marrow donor recruitment drives at community and cultural events, faith based organizations, health fairs, school campuses, and other venues frequented by the Korean community.
- Conduct and participate in virtual marrow donor recruitment activities focusing on the Korean community.
- Promote the need to increase and diversify the national marrow registry and A3M’s donor recruitment activities through public presentations, community education, and media outreach.
- Facilitate development of donor recruitment strategies and implementation by working cooperatively with the NMDP network, community based organizations, and other members of the targeted ethnic group to coordinate marrow donor recruitment activities, including conducting drives and monitoring drive materials.
- Foster and develop relationships within the Korean community such as churches and college campus groups.
- Produce Korean language outreach/educational materials.
- Provide culturally and linguistically effective patient information and referral services.
- Develop, train, and manage a Korean community focused volunteer pool.
- Weekend/evening work, and local travel may be necessary.

QUALIFICATIONS AND EXPERIENCE
- B.A. or B.S. Degree (health, social welfare, or related field preferred).
- Bilingual proficiency in English and Korean languages (oral and written) and knowledge of the Korean community.
- One (1) year community outreach and/or health education in the Korean community preferred.
- Two (2) years experience in a nonprofit organization serving the Korean community preferred.
- Experience in networking with ethnic communities preferred.
- Working knowledge of MS Office, social media and Korean language programs.
- Strong interpersonal and communication skills a must.
- Some knowledge of graphic design programs such as InDesign and Adobe Illustrator.
- Valid California Driver’s License and current automobile liability insurance.

APPLICATION
Applicant(s) should email their cover letter and resume to:

Mail:  Asians for Miracle Marrow Matches
       Attn: Susan Choi
       244 S. San Pedro Street, #503
       Los Angeles, CA 90012

Email:  Susan.Choi@a3mhope.org