EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for a candidate to join us in our efforts to achieve the vision of our Environmental Services Unit: to build a safe, healthy and beautiful neighborhood. This position is the perfect opportunity to get hands on experience making a difference in a local community. We are looking for a candidate who is passionate and committed to keeping our neighborhoods clean, working hard, and motivating a team of dedicated individuals that's transforming Koreatown. We have been serving our diverse community for more than 40 years.

KYCC is looking for a detail oriented person to help us collect accurate and usable data for our Environmental Services unit. We plant over a thousand of trees each year, maintain even more, and orchestrate the daily deployment of ten crews to help make our community safe, healthy and beautiful. If you love making sense of data and would like to be a part of a team that makes a difference in our community, we encourage you to apply.

Data Specialist (Full-time, non-exempt)

Unit: Environmental Services **Reports To:** Community Forestry & Beautification Manager
Positions Available: 1 **Posting Date:** 02/27/2017 **Salary:** $14.00 – $16.00 per hour + Benefits

Summary: The Data Specialist is an administrative position responsible for data collection, management and analysis; program funding reporting, billing and quality assurance; and systems management to support the program contracts. This position will provide administrative support for all unit programs and outreach activities. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position.

Duties / Responsibilities:

- Provide logistic support of activities/events for targeted communities.
- Create measurements of assessment and tracking results to gauge outcomes, performance and program impact.
- Track hundreds of trees per month and a database of over 15,000 individual trees:
    - Track detailed information on a multiple-step tree planting process.
    - Track daily and weekly work for multiple projects.
    - Prepare numbers and photos for invoicing.
- Manage the daily flow of work data and preparing it for invoicing and reporting:
    - Ensuring accurate and timely records of work performed.
    - Validating location and address information.
    - Preparing data for monthly invoicing and funder reports.
    - Using existing tools to update tree data and calculate green house gas capture.
    - Analyzing work flow to find and communicate opportunities for efficiencies.
- Assess painting, planting, and canvassing data to direct future work:
    - Analyze graffiti abatement data to improve efficiency and achieve contract goals.
    - Use previous tree canvassing and planting data to recommend strategies for improvement.
- Use Salesforce to track and activate volunteers:
    - Tracking volunteer invitations, responses, participation and recognition.
    - Improving event/campaign effectiveness through SalesForce and other communication channels.
- Convey and communicate the unit's achievements and accomplishments by using data to highlight its impact.

- Attend meetings, training, and other duties as assigned.

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- Associate degree and a minimum of two (2) years experience providing performance analysis. 2 years experience can be substituted for 1 year of college; however a High School diploma is required.
- **Bilingual capacity (Korean/English);** preferred.
- 1-2 years experience with data analysis and interpretation required; experience with Access, Excel, or other statistical packages.
- Familiarity with principles and practices of quality management strongly preferred.
- High degree of computer literacy required, including ability to learn new software and systems.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Possess flexibility, initiative and ability to work under pressure.
- Strong interpersonal, organizational, written and communication skills with colleagues, community members; local community residents, community- based organizations, local businesses, and stakeholders.
- Ability to organize and prepare documentation in a timely manner.
- Proficient in operating Microsoft office software and database software.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work and communicate effectively with people of diverse cultures, education, social, and economic backgrounds.
- Physical requirements: able to lift 25 lbs, seeing to inspect and interpret documents, ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling, and reaching; and dexterity of hands and fingers to operate equipment.

Desired Qualifications:

- Bachelors' degree, preferred.

SUBMIT AN APPLICATION