



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for a Community Engagement Coordinator to help support our greening efforts and lead volunteers in the transformation of our neighborhood. Every community deserves to be a safe, healthy, and beautiful place to live. Every neighborhood should have tree lined streets, walls free of graffiti, and open space for families to play, and we believe the residents within the community can lead the movement to create the community they want to live in.

We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, the environment and our community, we'd like to meet you.

Community Engagement Coordinator (Full-time, Exempt)

Unit: Environmental Services **Reports To:** Environmental Services Manager **Positions Available:** 1
Posting Date: 03/04/16 **Salary:** \$32,000 - 40,000 annually DOE, plus BENEFITS

Summary: Under the direction of the Environmental Services Unit Manager, the Community Engagement Coordinator is a coordinator-level position that oversees environmental engagement activities throughout the KYCC service area. This position is responsible for developing partnerships and engagement opportunities with local stakeholders, community based organizations and neighborhood councils, developing and coordinating the Environmental Services volunteer program, coordinating corporate stewardship events, and managing the volunteer database. This is a full-time, exempt position. Some weekend and evening hours will be required.

Duties / Responsibilities:

- **Volunteer Coordination:**
 - Build and manage the Environmental Services Volunteer Program to create a base of local residents engaged in the ongoing beautification of Koreatown and surrounding communities;
 - Develop and implement a Volunteer Leader Training Program to foster volunteer leaders to assist in and lead community beautification events;
 - Coordinate regular community beautification events for volunteers to participate in Environmental Service programs such as graffiti removal, tree planting, and tree maintenance;
 - Work with Environmental Services Manager to lead corporate stewardship events; and
 - Maintain a database of volunteers who participate in community beautification events.
- **Community Engagement:**
 - Mobilize and work collaboratively with current partners and generate new partners including community-based agencies, neighborhood councils and schools to develop relationships that lead to participation in activities benefiting the Environmental Services Unit's vision;
 - Work with local stakeholders to identify environmental and beautification needs and implement solutions; and
 - Facilitate community meetings.
- **Environmental Services Unit Support**
 - Train staff on volunteer management and community engagement strategies;
 - Supervise interns and coordinate intern research projects; and
 - Supervise team of Summer Youth staff.
- **Attend relevant meetings and trainings; and**
- **Perform other related duties as assigned by the Environmental Services Manager.**

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

- A High School Diploma or equivalent;
- Self-directing and the ability to work independently as required;



Minimum Requirements / Qualifications continued:

- Strong commitment to working with a multicultural community;
- Strong interpersonal, organizational, written and communication skills;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Ability to effectively manage time and resources to organize and prepare documentation and complete projects;
- A valid Class C California Driver License, access to personal automobile, driving record clearance and proof of auto insurance;
- Proof of passing a TB test and fingerprinting clearance (Live Scan);
- Proof of eligibility to work in the United States; and
- Physical requirements: ability to lift 30 lbs, seeing to inspect the field to observe project area, inspect documents, and supervise volunteers; 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:

- A bachelor's degree or equivalent;
- Bilingual capacity (**Spanish/English or Korean/English**); and
- Prior outreach and environmental education experience.

To apply, please submit your **cover letter and resume**.

[SUBMIT AN APPLICATION](#)