



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for candidates 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 about keeping our neighborhoods clean, working hard, and being a part of a team that's transforming Koreatown.

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.

Outreach Specialist (Temporary; Part-time, Non-exempt)

Unit: Environmental Services
Posting Date: 03/04/16

Reports To: Environmental Services Manager
Salary: \$13.00 - 15.00 hourly DOE

Positions Available: 3

Summary: Under the direction of the Environmental Services Unit Manager, the Outreach Specialist position is a temporary, part-time, hands-on position to support KYCC's Tree Planting Program. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Reliability and quality of work will be emphasized. This is a temporary, part-time, non-exempt position working 25 hours per week, between the hours of 2:00 pm - 7:00 pm, Monday through Friday, and 9:00 am - 3:00 pm on Saturday. Weekend shifts are required.

Duties / Responsibilities:

- **Provide professional and accurate canvassing of neighborhoods by:**
 - Following direction from the Tree Planting Coordinator regarding areas to canvass;
 - Performing door-to-door canvassing to explain the tree planting program and to obtain "Permission to Plant" signatures;
 - Logging canvassing on data sheets, completely and correctly;
 - Helping to plan and direct the activities of the Tree Planting Program by providing feedback and recommendations for the improvement of the canvassing schedule and method; and
 - Assisting with marketing, outreach, and mailings to areas previously canvassed and planted.
- **Complete and submit paperwork by:**
 - Ensuring that all paperwork pertaining to daily tasks is submitted to the Supervisor or Office Manager before the end of daily shift;
 - Completing all program related paperwork in accordance with the invoicing policies and procedures established by contract monitor;
 - Following tool and inventory policies and procedures, and submitting accurate data on daily tool and inventory usage; and
 - Proactively correcting past data collection efforts while in the field.
- **Provide responsible handling of KYCC vehicles;**
- **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):

- Ability to organize and prepare documentation in a timely manner;
- 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;
- Self-directing and the ability to work independently as required;
- Provide negative results from a TB test;



Minimum Requirements continued:

- A valid Class C California Driver License, access to personal automobile, driving record clearance and proof of auto insurance;
- Proof of eligibility to work in the United States; and
- Physical requirements: seeing to inspect the field to observe project area and inspect documents; ability to communicate with KYCC staff, clients and public; sitting for limited periods of time; walking and standing for extended periods of time; bending, kneeling, and reaching; and dexterity of hands and fingers to operate equipment.

Desired Qualifications:

- A High School diploma or equivalent;
- Prior outreach and environmental education experience;
- Knowledge of and ability to use Microsoft Excel, or other database programs;
- Bilingual capacity (**Spanish/English**); and
- Prior experience in community engagement.

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

[SUBMIT AN APPLICATION](#)