



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 management-level candidate who is passionate about making our urban environment safe, health and beautiful. The primary focus of your work will be urban forestry and working with the funders and partners who are making LA green. The Environmental Unit has 16 employees, numerous volunteers, and a \$1.6M budget. You will lead the unit and align the programs with the mission of KYCC and the needs of the community.

Environmental Services Manager (Full-time, Exempt)

Unit: Environmental Services **Reports To:** Chief Operations Officer **Positions Available:** 1
Posting Date: 01/24/2017 **Salary:** \$50,000.00 - \$60,000.00 annually DOE

Summary: The Environmental Services Manager is an office and field position responsible for managing the Environmental Services unit, with an emphasis on urban forestry and community engagement. Further, this position develops long-term program planning and development while achieving the short and long-term goals of KYCC's Environmental Services programs and activities.

Duties / Responsibilities:

- **Ensure successful implementation of tree planting programs and practices by:**
 - Supervising and coaching tree planting and community engagement staff.
 - Ensuring staff are compliant in contract and safety protocols.
 - Securing and allocating staff and budget resources to achieve program, contract and unit goals.
- **Contribute to the financial stability of Environmental Services by:**
 - Leading process for contract compliance and renewals.
 - Being aware of the funding environment and strategic in our pursuits.
 - Developing and implementing program and unit budgets.
 - Maintaining and expanding partner and funding relationships.
 - Developing and maintaining relationships with key stakeholders.
- **Collect, complete and submit program documentation by:**
 - Ensuring that documentation of all contracted work is recorded accurately and in a timely manner.
 - Organizing current and past program data so it is available for advocacy and promotion.
 - Completing and submitting all program related paperwork including Green House Gas calculations in accordance with established policies and procedures.
 - Ensuring that all monthly invoices and contract reports are accurate and submitted on time.
- **Promote KYCC and the Environmental Services unit in the community by:**
 - Running and/or supporting volunteer events to expand impact and develop supporters.
 - Responding to requests to provide trainings, share lessons or support initiatives of funders or other stakeholders.
 - Participating in community and environmental events.
 - Acting as a liaison to the community to enhance awareness of the availability of environmental and agency services.
- **Ensure all ES staff receive exceptional supervision and development by:**



- Providing regular supervision of program lead staff in the performance of their duties and ensure their staff receives the same.
- Developing or delegating agendas and activities for monthly training days.
- Ensuring all programs and activities have clear benchmarks and quality assurance programs.
- Completing all program related paperwork and data sharing in a timely manner per the City of Los Angeles.
- **Perform other program, administrative, and other duties as assigned.**
 - Working with management team to enhance alignment to organizational priorities and values.
 - Developing inter-unit activities to utilize organizational strengths.
 - Holding and leading unit meetings as needed.
 - Attending quarterly staff/agency meetings.
 - Seeking and attending relevant professional development trainings, conferences, workshops, and seminars.
 - Performing other projects and assignments as directed by the COO or ED.

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

- Bachelors' degree and a minimum of five (5) years experience providing supervision, program and service implementation and evaluation. 2 years experience can be substituted for 1 year of college; however an AA degree is required.
- Two years experience supervising the work of others.
- Two years of paid work experience in environmental programs, urban forestry, construction, or related trade.
- **Bilingual capacity (Spanish/English or Korean/English);** required.
- ISA Arborist Certification, or must obtain within 6 months of hire.
- 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.
- Ability to effectively manage time and resources to organize and prepare documentation and complete projects.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work and communicate effectively with people of diverse cultures, education, social, and economic backgrounds.
- A valid Class C California Driver License.
- Physical requirements: able to lift 50 lbs, seeing to inspect the field to observe project area, inspect documents, and supervise staff and 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:

- Minimum of one (1) year of professional experience in the areas of budgeting and program and operations planning, efficiency and evaluation.
- Prior experience in community engagement, preferred.

SUBMIT AN APPLICATION