



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 safe, healthy and beautiful neighborhoods. 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.

Beautification Outreach Specialist (Full-time, Non-exempt)

Unit: Environmental Services
Posting Date: 3/30/2018

Reports To: Community Engagement Coordinator
Salary: \$13.00 – \$15.00 per hour, DOE

Positions Available: 1

Summary: Under the direction of the Environmental Services Unit's Community Engagement Coordinator, the Beautification Outreach Specialist is responsible for performing day-to-day tasks, in coordination with the entire Graffiti Removal and Environmental Services Outreach staff, in an effort to achieve the short and long-term goals of KYCC's Graffiti Removal program. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the term. Reliability and quality of work will be emphasized. This is a full-time, non-exempt position working 40 hours per week-typical schedule is 6:30 am to 3:00 pm, but can vary based on program and community needs-Tuesday through Saturday. Weekend shifts are required for this position.

Duties / Responsibilities:

- **Community Outreach and Engagement:**
 - Building relationships with local businesses and community organizations.
 - Providing information to local business owners on Graffiti Removal and Prevention fee services.
 - Speaking with community organizations about Graffiti Removal and Prevention community program services and potential partnership opportunities.
 - Attending Community-Police Advisory Boards, neighborhood councils, block clubs, and other community meetings as directed by the Community Engagement Coordinator.
 - Training and educating community members and volunteers on different KYCC Graffiti Removal and Prevention programs.
 - Assisting in relevant grant implementation and reporting.
- **Professional Graffiti Removal Services:**
 - Removing all reactive and direct requests as provided through community members.
 - Performing street by street pro-active surveying and abatement of assigned areas.
 - Providing color-matching on custom surfaces.
 - Overseeing volunteers on a daily basis.
 - Using the proper tools and equipment required.
 - Using proper safety gear when necessary, such as goggles, gloves, face masks and all other required safety gear.
 - Entering and interpreting appropriating Graffiti Removal data.
- **Complete and submit paperwork:**
 - Ensuring that all paperwork pertaining to daily tasks is submitted to the Supervisor or Office Manager before the end of each shift.
 - Completing all program-related documentation in accordance with the invoicing policies and procedures established by the contract monitor.
 - Proactively correcting previous data collection errors while in the field.
- **Provide responsible handling of KYCC vehicles:**
 - Driving the agency vehicles in a safe manner, while obeying all traffic laws.
 - Performing pre- and post-trip inspections for daily assigned vehicles.
 - Ensuring that each vehicle driven is road worthy, safely loaded, and that all safety devices are in good working order.
 - Ensuring that assigned vehicles are cleaned at the end of each shift.



- **Attend all meetings, trainings and workshops as assigned and required.**
- **Other duties as assigned by the Community Engagement Coordinator.**

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

- A High School diploma or equivalent, with completion of some college-level courses.
- **Bilingual capacity (Korean/English) or (Spanish/English).**
- Ability to work a flexible schedule: including evenings and occasional Sundays.
- 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.
- 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.
- Physical requirements: seeing to inspect written documents; ability to communicate effectively in writing and verbally with KYCC staff, clients, and public; sitting for limited periods of time; limited bending and reaching to retrieve and replace files; ability to lift 40lb paint cans; walking for extended periods of time; and dexterity of hands and fingers to paint using rollers, brushes and power sprayer, and to operate office equipment; being exposed to outside elements.

Desired Qualifications:

- Bachelor's degree in a related field.
- Prior outreach and environmental/urban beautification education experience.
- Ability to use Microsoft Excel, or other database programs.
- Canvassing experience.
- Community organizing experience in the greater South Los Angeles community.

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