



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.

Environmental Services Administrative Assistant Specialist (Part-time/Full-time, Non-exempt)

Unit: Environmental Services
Posting Date: 8/6/19

Reports To: Environmental Services Manager
Salary: \$15.00-16.00 hourly, DOE

Positions Available: 1

Summary: Under the direction of the Environmental Services Manager, the Environmental Services Administrative Assistant will oversee and coordinate the daily operation of the Environmental Services Unit by providing administrative and clerical support to the unit's programs and perform related responsibilities. This position is responsible for-but not limited to- supervising the work volunteers, designing and implementing various policies for the office, and overseeing and ensuring a smooth running office. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the term. Reliability and quality of work will be emphasized, and working with other staff members is integral to this position. This is a part-time or full-time, non-exempt position. Working schedule will be dependent on unit needs.

Duties / Responsibilities:

- **Provide administrative and clerical support to the Urban Forestry Program by:**
 - Preparing invoices and contract reports for monthly tree planting and maintenance contracts.
 - Assisting in preparing and submitting correspondences to City Departments, contractors, funders, and vendors, as directed.
 - Inputting tree request forms into Plan-it Geo tree database and corresponding with community members on the status of their request.
 - Overseeing tree project process, from point of tree order through the post-inspection reports.
 - Performing daily data entry as each project requires.
 - Assisting in Microsoft Excel and Plan-it Geo database maintenance.
- **Responsible for Community Service Volunteers and other volunteers by:**
 - Being the main contact for the VCLA CSV program.
 - Attending all meetings pertaining to VCLA CSV program.
 - Overseeing the daily intake of CSVs, including providing a daily orientation for new CSVs as needed.
 - Being the main point person for logging volunteer hours.
- **Handling administrative duties for the Environmental office by:**
 - Assisting in answering phones, responding to phone messages, and greeting "walk-in" members of the community.
 - Processing Payment Requisition as required.
 - Organizing and cataloging paperwork and digital files into the existing filing systems and ensuring that records and documents are maintained in an organized manner that is easily retrievable.
 - Assisting with all filing, photocopying, and data entry.
 - Ordering and re-stocking office and program supplies.
 - Providing feedback to the Environmental Services Manager and other supervisors in the unit to assist with the development of protocols and increased efficiency for the unit.



- **Assisting with managing the facility operation by:**
 - Assisting the Unit Manager in maintaining a safe and healthy environment at the unit facility.
 - Posting “Office Will Be Closed” in advance to announce holidays or KYCC events.
 - Helping to oversee the proper use, maintenance, and operation of all office and warehouse equipment, vending machines, water filtration system, fire hydrants, fax, copiers, phones, and other equipment.
- **Provide responsible handling of KYCC vehicles by:**
 - Driving/abiding by all California State vehicle laws.
 - Performing pre and post trip inspections (contained in vehicle logs), for assigned vehicle.
 - Ensuring that each vehicle driven is road worthy, safely loaded, and that all safety devices (seat belts, fire extinguishers, etc.) are in good working order.
 - Updating the vehicle maintenance log.
- **Attend meetings and trainings.**
- **Perform other related duties as assigned by the Environmental Services Manager.**

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

- Bilingual capacity (**Spanish/English AND/OR Korean/English**).
- Demonstrable working knowledge of the use and operation of personal computers; experience must include the use of word processing and spreadsheet applications.
- Experience in the usage of database applications.
- Demonstrable knowledge on the use of office equipment including, but not limited to, fax machines, copiers, and telephone systems.
- 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.
- 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 (hearing and speech) with KYCC staff, clients and public; sitting, standing, and walking 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.

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