



## 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.

### Outreach and Project Specialist (Full-time, Non-exempt)

**Unit:** Environmental Services  
**Posting Date:** 8/12/19

**Reports To:** Community Engagement Coordinator  
**Salary:** \$16.00-18.00 hourly, DOE

**Positions Available:** 1

**Summary:** Under the direction of the Environmental Services Unit's Community Engagement Coordinator, the Outreach and Project Specialist is responsible for performing day-to-day tasks, in coordination with the entire Urban Forestry Program, Graffiti Removal, and Community Engagement staff, in an effort to achieve the short and long-term goals of KYCC's Urban Forestry Program and Environmental Services unit. 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. Weekend shifts are required for this position.

#### **Duties / Responsibilities:**

- **Responsible for outreach and community engagement by:**
  - Mobilizing and working collaboratively with current partners and generating new partnerships with community-based agencies, neighborhood councils, and schools to develop relationships that lead to participation in activities benefiting the Environmental Services unit vision.
  - Working with local stakeholders to identify environmental needs and projects and implementing creative solutions aligned with the Urban Forestry Program.
  - Actively promoting the Urban Forestry program to support annual tree planting goal of 1,000+ street trees.
  - Leading the planning of events to meet individual annual tree planting goal within focused areas.
- **Responsible for Environmental Services Unit support by:**
  - Following Urban Forestry Division guidelines for tree installation.
  - Inspecting and permitting site locations and communities for possible tree locations according to standards set by the City of Los Angeles.
  - Assisting with overseeing and observing any volunteer labor during work hours.
- **Lead management of grants within focus area by:**
  - Overseeing grant as assigned by the Community Engagement Coordinator and Environmental Services Manager.
  - Assisting in relevant grant and contract implementation and reporting.
  - Making recommendations to the Community Engagement Coordinator and Environmental Services Manager in regards to relevant grants.
- **Responsible for completing and submitting paperwork by:**
  - Inputting and managing clean capture of relevant project data in Salesforce (volunteer database) and Plan-it Geo (tree database).
  - Proactively correcting past data collection errors on projects within focused areas.



- **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 Community Engagement Coordinator and Environmental Services Manager.**

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

- A High School diploma or equivalent.
- Prior outreach and environmental education experience.
- Ability to use Microsoft Excel and other database programs (including Salesforce).
- 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 Bachelor's degree in a related field.
- Bilingual capacity (**Spanish/English AND/OR Korean/English**).
- Community organizing experience in the greater South Los Angeles community.

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