



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.

Urban Forestry Lead (Full-time, Non-exempt)

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

Reports To: Community Engagement Coordinator
Salary: \$16.65-18.00 hourly, DOE

Positions Available: 1

Summary: Under the direction of the Environmental Services Unit's Community Engagement Coordinator, the Volunteer 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:

- **Supervise ES Specialist working within the Urban Forestry Program by:**
 - Checking-in with staff on a daily basis when staff are in the office, usually in the mornings and afternoons.
 - Creating the monthly schedule for tree planting and maintenance work and keeping the truck board regularly updated in collaboration with the Community Engagement Coordinator.
 - Bi-monthly creating timesheets with feedback from the Community Engagement Coordinator.
 - Providing feedback and direction to tree planting and maintenance staff.
 - Helping to plan and direct the activities of the Urban Forestry Program by providing feedback and recommendations from field staff and own observations to the Community Engagement Coordinator.
- **Provide professional and accurate inspections of potential tree planting locations by:**
 - Entering Commitment to Water (CTW) Forms into Plan-it Geo tree database as directed by the Community Engagement Coordinator.
 - Using iPads and Plan-it Geo to inspect locations where tree planting has been requested.
 - Logging inspection information in Plan-it Geo accurately while in the field.
 - Proactively correcting past data collection efforts while in the field.
 - Following up with customers at locations that cannot receive trees or coordinating with Office Manager to follow up.
- **Responsible for managing maintenance contract paperwork by:**
 - Tracking notes from staff in the field into electronic copies of maintenance paperwork.
 - Reprinting maintenance sheets monthly for field staff use.
- **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):

- Prior outreach and environmental education experience.
- Ability to use Microsoft Excel and other database programs.
- 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.
- Bilingual capacity (**Spanish/English AND/OR Korean/English**).

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