



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for someone 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.

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

Unit: Environmental Services
Posting Date: 10/03/19

Reports To: Community Engagement Coordinator
Salary: \$16.00 – \$18.00 per hour, DOE

Positions Available: 1

Summary: Under the direction of the Environmental Services Unit's Community Engagement Coordinator, the Beautification Outreach Specialist is a **bilingual Korean-English** position that 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 Community Outreach goals. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the term. 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:

- **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 that benefit the Environmental Services unit vision.
 - Working with local stakeholders to identify environmental needs and projects and implementing creative solutions aligned with the Graffiti Removal and Prevention Program.
 - Promoting and engaging community members and volunteers in KYCC's Graffiti Removal and Prevention, and Urban Forestry programs.
 - Leading the planning of events to meet individual annual community engagement goals.
- **Responsible for Environmental Services Unit support by:**
 - Proactively removing graffiti as reported to 311 in the community using the proper tools and following appropriate safety practices.
 - Following Urban Forestry Division guidelines for trees installation.
 - Inspecting and permitting site locations and communities for tree locations according to standards set by the City of Los Angeles.
 - Assisting with overseeing and observing volunteer labor during work hours.
- **Lead management of grants within focus area by:**
 - Overseeing grant as assigned by the Community Engagement Coordinator and/or Environmental Services Manager.
 - Assisting in relevant grant and contract implementation and reporting.
 - Making recommendations in regards to relevant grants.
- **Responsible for the completion and submission of necessary paperwork by:**
 - Inputting and managing clean capture of relevant project data in SalesForce (volunteer database), graffiti removal database, and Plan-it Geo (tree database).
 - Proactively correcting past data collection errors on projects within focus area.



- **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 all meetings, trainings and workshops as assigned and required.**
- **Other duties as assigned by the Community Engagement Coordinator and/or Environmental Services Manager.**

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

- A High School diploma.
- **Bilingual capacity (Korean/English).**
- 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.
- 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 25lbs; walking for extended periods of time; and dexterity of hands and fingers to operate office equipment; being exposed to outside elements.

Desired Qualifications:

- A Bachelor's degree in a related field.
- Community organizing experience in the greater Koreatown community.

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