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 a safe, healthy and beautiful neighborhood. 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.

KYCC is looking for a management-level candidate who is passionate about making our urban environment safe, healthy and beautiful.

Environmental Services Manager (Full-time, Exempt)

Unit: Environmental Services **Reports To:** Chief Operations Officer **Positions Available:** 1
Posting Date: 6/7/2021 **Salary:** starting at $63,000 annually DOE

Summary: The Environmental Services Manager position is an office and field position responsible for managing KYCC's Environmental Services Unit, with an emphasis on urban forestry and community engagement. Further, this position develops long-term program planning and development while achieving the short and long-term goals of KYCC's Environmental Services programs and activities. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Great performance includes delivering a positive and measurable environmental impact in our community, high quality of work, consistency of performance, flexibility in schedule, and sound decision making.

Duties / Responsibilities:

- **Provide leadership to all programs and activities of the Environmental Services Unit by:**
  - Implementing the vision, goals, and strategies, as developed with leadership, for the unit and all programs, including community engagement, urban forestry, graffiti abatement, landscaping, and clean streets programs.
  - Leading the process for contract compliance and renewals.
  - Developing and implementing program and unit budgets.
  - Leading the process for government and corporate funding applications.
  - Being aware of the funding environment and strategically pursuing ongoing and new funding sources.
  - Maintaining and expanding partner and funder relationships.
  - Developing and maintaining relationships with key stakeholders.
  - Securing and allocating staff and budget resources to achieve program, contract, and unit goals.
  - Collaborating with Grants Department on grant/contracts prior to submission, including writing narratives, providing data and analysis, and drafting budgets and scope.
- **Collect, complete, and submit program documentation by:**
  - Ensuring that documentation of all contracted work is recorded accurately and in a timely manner.
  - Completing and submitting required reports for all state and corporate grants and City and private contracts.
  - Ensuring that all monthly invoices and contract reports are accurate and submitted on time.
  - Supervising organization of current and past program data so it is available for advocacy and promotion.
- **Ensure all ES staff receive effective supervision and development by:**
  - Providing regular supervision of program coordinators and leads in the performance of their duties and ensure all staff receives the same.
  - Overseeing development of agendas and activities for monthly ES training days.
  - Ensuring all programs and activities have clear benchmarks and quality assurance systems in place.
  - Ensuring all staff are compliant and trained in contract and safety protocols.
- **Promote KYCC and the Environmental Services Unit in the community by:**
  - Representing the unit and agency in community and environmental events.
  - Attending volunteer events to enhance impact and cultivate supporters.
  - Responding to requests to provide trainings, share lessons or support initiatives of funders or other stakeholders.
  - Supervising and supporting unit staff, acting as a liaison to the community to enhance awareness of the availability of environmental and other KYCC services.

- **Perform other program, administrative, and other duties as assigned by:**
    - Working with management team to enhance alignment to organizational priorities and values.
    - Developing inter-unit activities to utilize organizational strengths.
    - Holding and leading unit meetings as needed.
    - Attending quarterly staff/agency meetings.
    - Seeking and attending relevant professional development trainings, conferences, workshops, and seminars.
    - Performing other projects and assignments as directed by the COO or ED.

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

- A Bachelor's Degree or equivalent.
- A minimum of 4-6 years of experience supervising staff
- A minimum of two(2) years of paid work experience in environmental programs, urban forestry, construction, or related trade.
- Demonstrated proficiency in supervising and motivating subordinates.
- Strong organizational, problem-solving, and analytical skills, with the ability to manage priorities and workflow.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with positivity.
- Ability to write clearly and concisely as well as edit copy for clarity and grammatical accuracy.
- Commitment to excellence and high standards in your work output.
- Excellent presentation and oral communication skills.
- Proven ability to handle multiple projects and meet deadlines.
- Experienced in creating and evaluating project budgets.
- Basic competence in subordinates' duties and tasks.
- Proficient use of Microsoft Office; with a strong knowledge of Excel and database programs.
- Strong interpersonal, organizational, written and communication skills with colleagues, community members; local community residents, community- based organizations, local businesses, and stakeholders.
- A valid Class C California Driver License.
- Proof of eligibility to work in the United States.
- Physical requirements: ability to lift 50lbs; seeing to inspect written documents; ability to communicate (verbal and written) with KYCC staff, clients and public; sitting for extended periods of time; limited bending and reaching to retrieve and replace files; walking for limited of time; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- Experience working with and/or supervising field crew staff or volunteers.
- Bilingual capacity (Spanish/English or Korean/English).

SUBMIT AN APPLICATION