



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the evolving needs of the multicultural Koreatown community. KYCC has been serving the community since 1975. We are currently seeking a candidate to join the Environmental Services Unit in our continuing efforts to build safe, healthy and beautiful neighborhoods alongside our community partners. The Environmental Specialist 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, team-oriented, and committed to keeping our neighborhoods beautiful.

Outreach Specialist I (Full-time, Non-exempt)

Unit: Environmental Services
Posting Date: 6/17/2022

Reports To: Community Engagement Coordinator
Salary: \$18.00 – \$19.00 per hour

Positions Available: 1

Summary: Under the direction of the Environmental Services Unit's Community Engagement Coordinator, the Urban Forestry Outreach 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, temporary position working 40 hours per week-typical working hours are 6:30 am to 3:00 pm, but can vary based on program and community needs. Weekend shifts may be 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 Urban Forestry Program.
 - Actively promoting the Urban Forestry program to support annual tree planting goal of over 1,000 street trees.
 - Securing "Commitment to Water" forms from residents to meet individual annual tree planting goal within focus area.
 - Planning and leading volunteer tree planting events to help meet Urban Forestry program planting goals.
- **Responsible for Environmental Services Unit support by:**
 - Following Urban Forestry Division guidelines for trees installation.
 - Inspecting and permitting site locations and communities for potential tree locations according to standards set by the City of Los Angeles.
 - Assisting with overseeing and observing volunteer labor during work hours.
- **Assist with grant management within focus area by:**
 - Overseeing grant deliverables within focus area as assigned by the Community Engagement Coordinator and/or Environmental Services Manager.
 - Assisting in relevant grant and contract implementation and data tracking.
 - Making recommendations to the Community Engagement Coordinator, and Environmental Services Manager in regards to relevant grants within focus area.
- **Responsible for the completion and submission of necessary 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 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.
- **Attend all meetings, trainings and workshops as assigned and required.**



- **Other duties as assigned by the Senior Community Engagement Coordinator and/or Environmental Services Manager.**

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

- A High School diploma.
- 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.
- Proof of COVID- 19 Vaccination.
- Provide negative results from a TB test.
- 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.

Desired Qualifications:

- A Bachelor's degree in a related field.
- Bilingual capacity in Spanish/English or Korean/ English.
- Community organizing experience in the greater South Los Angeles community.

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