



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We have been serving our diverse community for over 40 years, and if you are passionate about creating change within our community, one family at a time, we would like to meet you.

The goals of the Free Tax Prep Los Angeles campaign is to promote free, high quality tax preparation services; to ensure that tax payers receive all eligible credits, especially the Earned Income Tax Credit; and to enhance the financial well-being by promoting anti-poverty programs and services. The Free Tax Prep Los Angeles campaign is expanding and is currently seeking a Community Outreach Campaign Specialist.

Community Outreach Campaign Specialist (Full-time, Non-exempt)

Unit: Community Economic Development (CED)

Reports to: CEDS Campaign Coordinator

Posting date: 09/22/2022

Positions Available: 1

Salary: \$21.00 – 25.00 hourly DOE, plus BENEFITS

Summary: The Community Outreach Campaign Coordinator will work collaborative on a team and with multiple community based organizations for countywide outreach and education campaigns in collaboration government agencies and foundations to increase awareness of available tax credits and other anti-poverty issues.

Duties / Responsibilities:

- **Lead for countywide public awareness campaigns**
 - Managing public awareness outreach and education campaigns (tax credits, anti-poverty programs, programs and services, etc.);
 - Creating, executing, and monitoring campaign outreach assets across several channels (i.e., social media, events, and digital campaigns);
 - Seeking opportunities to promote campaigns;
 - Documenting partner activities and preparing reports, i.e. client and volunteer stories, videos, and photos; Maintaining relationship with partner, subcontractor agencies, and vendors;
 - Documenting and reporting project outcomes to meet all contractual and program goals;
 - Supporting outreach and campaign events, like press events, media interviews, webinars, and other outreach opportunities;
 - Collaborating with KYCC communications department, media consultant, and other leadership within the countywide campaign collaborative.
- **Campaign contracts management:**
 - Managing campaign outreach and education collaborative;
 - Preparing monthly progress report for steering committee and funder;
 - Providing training and supervision to partners in the collaborative;
 - Handling the timely payments to partner agencies and vendors; and
 - Maintaining records of invoices to and payments from funder.
- **Attend relevant meetings and training.**
- **Other duties as assigned by the CEDS Manager and Campaign Coordinator.**



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

- A high school diploma or equivalent with 2 years of work experience.
- Ability to work in a fast paced environment
- Strong interpersonal, organizational, written and communication skills.
- Strong understanding of and commitment to working with a multicultural community.
- Demonstrable knowledge of Google drive, Excel, Word and Outlook.
- Ability to exercise independent judgment, multi-task and problem solve.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Demonstrable working knowledge of the use and operation of personal computers.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to inspect documents; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.
- Full COVID-19 vaccination is required.

Desired Qualifications:

- An Associate's or Bachelor's degree in Marketing, Management, Economics, Business Administration, or other-related field from an accredited College or University.
- Previous experience in social services, VITA, community driven outreach campaigns, etc.
- Bilingual Spanish/English is desired, not required.

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