



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for candidates 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 about keeping our neighborhoods clean, working hard, and being a part of a team that's transforming Koreatown.

We have been serving our diverse community for more than 45 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.

Environmental Services: Beautification Coordinator (Full-time, Non-exempt)

Unit: Environmental Services
Posting Date: 04/29/2024

Reports To: Environmental Services Manager
Salary: \$24.00 - \$26.00 hourly, DOE plus benefits

Positions Available: 1

Summary: The Environmental Services Beautification Coordinator under the direction of the Environmental Services Manager, oversees the operations of the Beautification unit, this includes; Graffiti Removal, Clean Streets, Landscaping and Clean LA Projects on a day-to-day basis, assists in the development and implementation of programs and services, and supervises program staff. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position working 40 hours per week, between the hours of 6:00 am and 3:30 pm. Weekend shifts are required.

Duties / Responsibilities:

- **Provide program and contract management coordination:**
 - Assist in implementing grant-funded projects, including the monitoring and reporting in accordance with project timelines.
 - Evaluate customer service requests for prioritization and resource allocation.
 - Establish an ongoing working relationship with community members; local community residents, community-based organizations, local businesses, and stakeholders.
 - Work with the program manager to prepare estimates and bids for potential projects.
 - Support oversight of all contract compliance activities regarding relevant programs including meeting the contract objectives, documentation requirements, coordinating evaluation activities, and other performance related issues.
 - Review and approve all program invoices and reimbursement requests.
 - Ensure all programs have the necessary tools, equipment and supplies to perform the contracted service work.
 - Maintain program records and documentation.
 - Oversee Vehicle maintenance Sheet.
 - Collaborate with the Outreach Coordinator to strategize and achieve common goals and objectives.
 - Identify, explore, and initiate new opportunities for providing Environmental Services.
- **Provide staff supervision:**
 - Supervise Graffiti Abatement, Clean Streets, Landscaping, and Clean LA staff.
 - Coordinate staff and other resource allocations to increase efficiency and cost effectiveness, including staffing priorities and route selections.
 - Oversee staff compliance with contract and licensing requirements.
 - Participate in recruitment, hiring, supervision, training and technical assistance to unit staff.
 - Initiate, develop and oversee staff development and training opportunities.
 - Develop quality assurance policies and practices for all programs and services.
 - Lead unit safety and compliance trainings to meet relevant safety, quality, and service standards and requirements.
 - Initiate proactive safety inspections and staff development trainings.
 - Participate in annual staff evaluations.



- **Attend meetings and trainings:**
 - Attend monthly unit meetings.
 - Attend quarterly staff/agency events.
 - Attend professional development trainings, conferences, workshops, and seminars.
- **Perform other duties as assigned by the program manager.**

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

- Bachelors' degree and a minimum of three (3) years experience providing supervision and scheduling experience, program and service implementation and evaluation.
- **Bilingual capacity (Spanish/English or Korean/English);** required.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Possess flexibility, initiative and ability to work under pressure.
- Strong interpersonal, organizational, written and communication skills with colleagues, community members; local community residents, community- based organizations, local businesses, and stakeholders.
- Ability to organize and prepare documentation in a timely manner.
- Proficient in operating Microsoft office software.
- Ability to effectively manage time and resources to organize and prepare documentation and complete projects.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work and communicate effectively with people of diverse cultures, education, social, and economic backgrounds.
- A valid Class C California Driver License.
- Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up to 40 lbs.

Desired Qualifications:

- Minimum of one (1) year of professional experience in the areas of budgeting and program and operations planning, efficiency and evaluation.
- Prior experience in community engagement, preferred.

SUBMIT AN APPLICATION