



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. 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 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.

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: Office Manager (Full-time, Non-exempt)

Unit: Environmental Services
Posting Date: 5/10/2024

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

Positions Available: 1

Summary: Under the direction of the Environmental Services Manager, the Environmental Services Office Manager will oversee and coordinate the daily operation of the Environmental Services Unit by providing administrative and clerical support to the unit's programs and perform related responsibilities. This is a full-time, non-exempt position, typically working 40 hours a week.

Duties / Responsibilities:

- **Provide administrative and clerical support to the Environmental Services Unit by:**
 - Assisting in preparing invoices and contract reports.
 - Assisting in preparing and submitting correspondences to City Departments, contractors, funders and vendors as directed.
 - Performing daily data entry as each project requires.
 - Organizing and cataloging paperwork and digital files into the existing filing systems.
 - Assisting with all filing, photocopying, and data entry as needed.
 - Assisting in answering phones, taking phone messages, and greeting "walk- in" members of the community.
 - Assisting in Microsoft Excel database maintenance.
- **Handling administrative duties for the Environmental office by:**
 - Processing Payment Requisition as required.
 - Ensuring that needed office and program supplies & material are available when needed.
 - Ensuring that records and documents are maintained in an organized manner and easily retrievable as needed.
- **Assisting with managing the facility operation by:**
 - Supporting the Unit Manager in maintaining a safe and healthy environment at the Environmental Services Unit facility.
 - Helping to oversee the proper use, maintenance and operation of all office equipment at the site.
- **Other administrative and clerical duties as assigned by the supervisor.**
 - Attend meetings and trainings.
 - Perform other related duties as assigned by the Environmental Services Manager.



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

- Bilingual capacity **(Spanish/English AND/OR Korean/English)**.
- Demonstrable working knowledge of the use and operation of personal computers;
- Experience must include the use of word processing and spreadsheet applications.
- Experience in the usage of database applications.
- Demonstrable knowledge on the use of office equipment including, but not limited to, fax machines, copiers, and telephone systems.
- 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 (hearing and speech) with KYCC staff, clients and public; sitting, standing, and walking for extended periods of time; bending, kneeling, and reaching; and dexterity of hands and fingers to operate equipment.

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