



EMPLOYMENT OPPORTUNITY

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

We have been serving our diverse community for 50 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.

Community Engagement Specialist (Full-time, Non-exempt)

Unit: Environmental Services
Posting Date: 03/05/2025

Reports To: Community Engagement Coordinator
Salary: \$21.00 - \$22.00 DOE, plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Community Engagement Coordinator, the Community Engagement Specialist is responsible for developing partnerships, organizing educational events, developing social media materials, and leading volunteer initiatives to promote environmental sustainability. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the term. This is a full-time, non-exempt, on-site position working 40 hours per week. The schedule is Tuesday to Saturday, 6:30 AM to 3:00 PM. Weekend shifts are 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, corporate partners and schools to develop relationships that lead to participation in activities benefiting the Environmental Services unit vision;
 - Collaborating with stakeholders to identify environmental needs and implement ES unit aligned solutions.
 - Creating educational materials and conducting workshops, presentations, and events to raise awareness about environmental issues, including waste reduction, recycling, and pollution prevention.
 - Managing social media platforms and creating content to promote initiatives, share success stories, and engage the community in discussions around environmental sustainability.
 - Planning and leading volunteer events to help meet Environmental Services goals.
- **Responsible for Environmental Services Unit support by:**
 - Providing support with projects to align with program goals;
 - Developing and executing outreach strategies to engage communities in environmental programs and events.
 - Following all proper process and procedures for ES programs
 - Organizing events, clean-ups, and volunteer opportunities to foster community engagement and stewardship.
 - Providing training and support to staff and volunteers involved in community engagement activities;
 - Assisting with overseeing and observing any volunteer labor during work hours;
 - Establishing and managing channels for community feedback on environmental services, ensuring that residents' voices are heard and considered in program development.
- **Assist with grant management within focus area by:**
 - Managing grant deliverables as assigned by the Community Engagement Coordinator and/or ES Manager.
 - Assisting in relevant grant and contract implementation and data tracking, and;
 - Making recommendations to the Community Engagement Coordinator, and Environmental Services Manager in regards to relevant grants 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 whichever vehicle assigned for the day, and;
 - 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 relevant meetings and professional development trainings and workshops.**
- **Perform other duties as assigned by the Community Engagement Coordinator, or ES Manager.**



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

- High School diploma or equivalent.
- 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 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, personal automobile, and proof of auto insurance; and
- Proof of eligibility to work in the United States.
- Physical Requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting for limited periods of time; limited bending and reaching to retrieve and replace files; walking for extended periods of time; and dexterity of hands and fingers to operate office equipment. Must be able to lift 50 lbs.

Desired Qualifications:

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

To apply, please submit your **cover letter and resume**.

[SUBMIT AN APPLICATION](#)