



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community and surrounding neighborhoods. We are looking for candidates to join us in our efforts to achieve the vision of our Environmental Services Unit: to build safe, healthy and beautiful neighborhoods. Rooted in community and driven by purpose, our organization is dedicated to enhancing the environment and improving public spaces—one tree, one wall, and one street at a time.

We have been serving our diverse community for 50 years, and if you are passionate about using your skills and experiences to support our mission, the environment and our community, we'd like to meet you.

Director of Community Forestry and Beautification (Full-time, Exempt)

Unit: Environmental Services

Reports To: Chief Operating Officer (COO)

Positions Available: 1

Posting Date: 04/23/2025

Salary: \$110,000 - \$135,000 yearly, DOE plus BENEFITS

Summary: The Director of Community Forestry and Beautification is responsible for directing the Unit and other initiatives and activities in support of KYCC's continued success and growth. This is a director-level position that works under the direction of the Chief Operating Officer. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. The work of the unit begins at 6:30 a.m. every day of the week. The workday for this position will vary but can typically be Monday - Friday from 9:00 a.m. - 6:00 p.m. Early morning, evening and weekend hours are required as the work demands. This role is primarily based on-site but some remote work may be possible, as practical.

Duties / Responsibilities:

- **Program Development:**
 - Ensure community forestry and beautification programs and services align with agency goals;
 - Ensure our community forestry and beautification programs support current needs of Koreatown residents;
- **Program Effectiveness and Compliance:**
 - Ensure continual improvement of community forestry and beautification program quality and effectiveness;
 - Ensure community forestry and beautification programs don't lose money and all funding is utilized;
 - Ensure compliance with internal protocols and all contract and funder requirements;
- **Relationships and Collaboration:**
 - Cultivate external relationships and collaborations to further community forestry and beautification program and agency goals;
 - Proactively contribute to the breaking down of internal silos;
- **Unit Planning:**
 - Lead the funding and sustainability of community forestry and beautification programs and activities;
 - Ensure the unit is positioned for the future with goals informed by data and trends;
- **Ensure staff have the training, support and feedback necessary to achieve program success; and**
- **Attend and lead relevant meetings and trainings and perform other duties as assigned by the Chief Operating Officer or Executive Director.**



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

- A Bachelor's degree from an accredited College or University with more than 3 years of non-profit management experience;
- A minimum of 7 years of work experience in a community based nonprofit.
- Extensive experience and/or knowledge working with adolescents and families from various socio-economic and cultural backgrounds.
- Experience in contract management, grant writing, and fundraising.
- Ability to organize and prepare documentation in a timely manner.
- Capacity to enforce accountability, develop and empower leaders from the bottom-up, and lead from the top down, and learning the strengths and areas of growth of the units, putting people in a position to succeed.
- Ability to think strategically, have a strategic vision and anticipate future needs, identify trends and consequences of not being proactive.
- Proven success in roles requiring execution of multiple tasks while responding to multiple priorities, as well as ability to work efficiently and be flexible.
- Ability to promote KYCC's mission and values, while operating with excellence in mind.
- Exceptional capacity for developing, managing and leading staff.
- A thorough understanding of the complexities of governmental contracts and budgets, a full range of knowledge of business functions and systems, including strategic development and planning.
- Ability to be a team builder who is able to connect to staff both on an individual level and within the respective units.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- A valid Class C California Driver License, personal automobile, and proof of auto insurance.
- 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, 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 50 lbs

Desired Qualifications:

- A Master's degree in Organizational Management, or other-related field from an accredited university is highly desired.
- Bilingual capacity (Spanish/English or Korean/English).

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check after a conditional offer of employment has been extended.

SUBMIT AN APPLICATION