



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the evolving needs of the multicultural Koreatown community. KYCC has been serving the community since 1975. We are currently seeking a candidate to join the Environmental Services Unit in our continuing efforts to build and maintain safe, healthy and beautiful neighborhoods alongside our community partners. We are looking for a candidate who is passionate, team-oriented, and committed to keeping our neighborhoods beautiful.

Climate Resilience Specialist (Full-time, Non-exempt)

Unit: Environmental Services
Posting Date: 06/23/2025

Reports To: Community Engagement Coordinator
Salary: \$21.00 hourly, plus BENEFITS

Positions Available: 1

Summary: Under direction of the Community Engagement Coordinator, the Climate Resilience Specialist will play a key role in advancing climate adaptation and resilience strategies for the Koreatown community. This position focuses on addressing unique climate challenges such as extreme heat, drought, resources access and resilience readiness—while promoting environmental justice and equitable assessments. This position involves significant field-based outreach throughout Koreatown, including site visits, in-person community engagement, and attendance at local events. This is a full-time, non-exempt position, working 40 hours per week. This is an on-site position with a schedule of Tuesday to Saturday, 6:30 a.m. – 3:00 p.m. A flexible schedule is required to accommodate program and community needs. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the term.

Duties / Responsibilities:

- **Responsible for the Koreatown Environmental Equity Project (KEEP) within the focus area by:**
 - Grant deliverables within focus area as assigned by the Community Engagement Coordinator, or Manager;
 - Assisting in relevant grant and contract implementation and data tracking, and;
 - Lead or support public engagement processes, ensuring inclusive participation from diverse communities, particularly in areas disproportionately impacted by climate change.
 - Making recommendations to the Community Engagement Coordinator and Environmental Services Manager in regard to relevant grants within the focus area.
- **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;
 - Working with local stakeholders to identify environmental needs and projects and implementing creative solutions aligned with the ES Program;
 - Create educational materials and conduct workshops, presentations, and events to raise awareness about environmental issues, including waste reduction, recycling, and pollution prevention.
 - Develop & implement outreach strategies to engage local communities in programs, initiatives, and events.
 - Manage social media platforms and create content to promote initiatives, share success stories, and engage the community in discussions around environmental sustainability.
- **Responsible for Environmental Services Unit support by:**
 - Provide support with projects to align with program goals
 - Following all proper process and procedures for ES programs
 - Assisting with overseeing and observing any volunteer labor during work hours.
 - Establish and manage channels for community feedback on environmental services, ensuring that residents' voices are heard and considered in program development.
- **Attend relevant meetings and professional development trainings/workshops.**
- **Provide responsible handling of KYCC vehicles by:**
 - Driving/abiding by all California State vehicle laws;
 - Performing pre & post-trip inspections (contained in vehicle logs), for whichever vehicle assigned for the day;;
 - Ensuring that each vehicle driven is roadworthy and safely loaded and that all safety devices (seat belts, fire extinguishers, etc.) are in good working order.
- **Perform other duties as assigned by the CE Coordinator or Environmental Services Manager.**



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

- High School Diploma or equivalent degree.
- Prior outreach and environmental education experience;
- Experience in climate resilience, environmental science, urban planning, or a related field.
- **Bilingual capacity (Spanish/English or Korean/English).**
- 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, access to a personal automobile, and proof of auto insurance; eligible for mileage reimbursement per agency guidelines.
- 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:

- Bachelor's Degree in a related field.
- Ability to use Microsoft Excel, and other database programs (including Salesforce);
- Strong knowledge of Koreatown or similar urban communities, with a deep understanding of the area's cultural, social, and environmental context.

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

SUBMIT AN APPLICATION