EMPLOYMENT OPPORTUNITY

KYCC has been committed to meeting the needs of the multicultural Koreatown community for 50 years. We are looking for a candidate to join us in our efforts to achieve the vision of our Environmental Services Unit: to build safe, healthy and beautiful neighborhoods. 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 and committed to keeping our neighborhoods clean, working hard, and motivating a team of dedicated individuals who will transform the Koreatown community.

Environmental Specialist I (Urban Forestry) (Full-time, Non-exempt)

Unit: Environmental Services **Reports To:** ES Crew Supervisor **Positions Available:** 1
Posting Date: 10/05/2026 **Salary:** $23.00 - $24.00 per hour plus BENEFITS

Summary The Environmental Specialist I (Urban Forestry) performs day-to-day field operations supporting KYCC's Urban Forestry program. The position works as part of a field crew under the direction of the ES Lead or Crew Supervisor and is expected to demonstrate professional staff accountability, safe work practices, quality service, accurate documentation, and respectful interaction with the public. The schedule for this position will be Tuesday-Saturday, 6:30 a.m. – 3:00 p.m.

Duties / Responsibilities:

A. Provide professional and safe environmental services by:
- Completing all assigned work in accordance with KYCC safety practices and using required personal protective equipment (PPE).
- Following established procedures for safe lifting, loading, equipment use, traffic awareness, and work in the public right-of-way.
- Ensuring assigned work meets quality and completion standards established by the ES Lead or Crew Supervisor.
- Following KYCC tool, equipment, vehicle, and inventory policies and immediately reporting safety or maintenance concerns.

B. Provide professional Urban Forestry services by:
- Following Urban Forestry Division guidelines for tree installation.
- Ensuring each customer is satisfied with the work completed.
- Completing each job with careful attention to root ball and level.
- Assisting with overseeing and observing any volunteer labor during work hours.
- Performing door-to-door canvassing to explain the Urban Forestry program and to obtain “Commitment-to-Water” signatures.

C. Support documentation and contract accountability by:
- Accurately documenting completed work, locations served, and other information required for program and contract reporting.
- Taking before-and-after photographs or other field documentation when assigned.
- Providing timely and accurate information to the ES Lead or Crew Supervisor regarding completed, incomplete, or redirected assignments.

D. Maintain professional staff and community standards by:
- Maintaining consistent attendance, punctuality, productivity, and readiness for daily field assignments.
- Working collaboratively with the ES Lead or Crew Supervisor and other Environmental Specialist staff and communicating barriers that may affect completion of assigned work.
- Interacting professionally and respectfully with residents, businesses, City representatives, and community stakeholders encountered during field operations.
- Referring questions, complaints, or service concerns to the ES Lead or Crew Supervisor when appropriate.

E. Participate in staff development and agency activities by:
- Attending required staff and agency meetings.
- Participating in professional development trainings, safety trainings, workshops, and other learning opportunities as assigned.

F. Performing other duties as assigned by the ES Lead or Crew Supervisor and Unit Manager.

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

- High School Diploma or equivalent.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and participate fully in a team process.
- Ability to follow direction, complete assigned work independently when required, and communicate work status to a supervisor.
- Ability to maintain reliable attendance, punctuality, and professional workplace conduct.
- A valid Class C California Driver License, and clean driving record.
- Proof of eligibility to work in the United States.
- Physical requirements: ability to inspect written materials; communicate with KYCC staff and the public; sit, stand, and walk for extended periods; bend, kneel, reach, and operate equipment; and lift up to 50 lbs.

Desired Qualifications:

- Bilingual capacity (Spanish/English or Korean/English).
- Prior experience in beautification, sanitation, maintenance, landscaping, environmental services, or other field-based work.

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

SUBMIT AN APPLICATION