



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC's Community Economic Development (CED) Services unit provides comprehensive financial support services to help residents of Koreatown and Greater Los Angeles manage their finances, increase income, reduce expenses, provide small business technical assistance, and build wealth.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. 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, we'd like to meet you.

### Outreach Campaign Specialist (Full-time, Non-Exempt)

**Unit:** Community Economic Development (CED)  
**Updated:** 02/24/2025

**Reports To:** CED Assistant Director

**Positions Available:** 1  
**Salary:** \$25.00 - \$28.00 hourly, DOE plus BENEFITS

**Summary:** Under the supervision of the CED Assistant Director, the Outreach Campaign Specialist is responsible for countywide outreach and education campaigns in collaboration with community based organizations and government agencies to increase awareness of available tax credits and anti-poverty programs. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a regular, full-time, non-exempt position, working 40 hours a week.

**Schedule:** Monday - Friday, 9:30 AM - 6:00 PM. Some evening and Saturday shifts may be required.

#### **Duties / Responsibilities:**

- **Lead for Countywide Public Awareness Campaigns:**
  - Managing public awareness outreach and education of campaigns (tax credits, anti-poverty programs, programs and services, etc.);
  - Creating campaign outreach assets, such as social media calendars, graphics, and/or flyers;
  - Seeking opportunities to promote campaigns;
  - Documenting partner activities, i.e. client and volunteer stories, videos, and photos;
  - Maintaining relationship with partner, subcontractor agencies, and vendors;
  - Documenting and reporting project outcomes to meet all contractual and program goals;
  - Supporting outreach and campaign events, like press events, media interviews, webinars, and other outreach opportunities;
  - Collaborating with KYCC communications department, media consultant, and other leadership within the countywide collaborative.
- **Campaign Contracts Management:**
  - Managing campaign outreach and education collaborative;
  - Preparing monthly progress report for steering committee and funder;
  - Providing training and supervision to partners in the collaborative;
  - Handling the timely payments to partner agencies and vendors; and
  - Maintaining records of invoices to and payments from funder.
- **Attend relevant meetings and professional development trainings/workshops.**
- **Other duties as assigned by the Community Economic Development Services Assistant Director.**



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

- A Bachelor's degree in Business, Public Relations, Communications, Social Work, Project Management or other-related field from an accredited College or University **-OR-** an AA degree in Business or Administration with two years of experience in Business or Administration;
- Experience with community organizing, community based organizations and/or collaborative;
- Demonstrable knowledge and skill in business, including human relations, public speaking, outreach and marketing, and organizational skills;
- **Bilingual capacity (Spanish/English).**
- Ability to organize and prepare documentation in a timely manner;
- 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;
- Proof of passing a TB test (if completed within a year);
- 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, 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 40 lbs.

**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.

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

**SUBMIT AN APPLICATION**