



COMMUNITY OUTREACH COORDINATOR

Help us strengthen environmental awareness and action as we work to improve the health and beauty of San Diego. If you're looking for a dynamic, impact-driven organization that values passion and professionalism, we want to meet you! I Love A Clean San Diego is *passion in action*.

POSITION OVERVIEW: The Community Outreach Coordinator's primary responsibilities will include researching, scheduling, tracking, and coordinating outreach attendance at local booths, fairs, and festivals to encourage participation and support of I Love A Clean San Diego and its partners. This position will also research, schedule, and coordinate education presentations for community groups. Additionally, this position supports part-time education and outreach staff in the day-to-day operations through scheduling, supply coordination, training, and administrative duties.

DEPARTMENT: Education

REPORTS TO: Community Education Manager

TYPE OF EMPLOYMENT: Full-time, Non-Exempt

RATE: \$18.00 per hour, and mileage reimbursement at current CA rate for event travel only

SPECIFIC DUTIES INCLUDE:

- Coordinate up to 300 outreach booths, including research to identify outreach events, staffing, registration, supplies and preparation
- Market, schedule, and deliver educational presentations to adult audiences, including community groups, faith-based organizations, college classes, and more
- Manage and engage part-time Outreach Assistant staff, including hiring, training, necessary meetings, and event correspondence
- Ensure outreach and education programs are within contract compliance and perform quality control
- Staff at least two outreach booths per month
- Conduct contract and grant report writing for respective contracts and grants within given deadlines
- Maintain and oversee organization's outreach supplies, including partner agency's outreach materials inventory
- Lead development of educational booth displays, including brainstorming and collaboration, creation, and inventory
- Support the Community Education Manager to complete department-specific contracts and organization where necessary
- Work with Marketing department to promote relevant community events including collateral as needed
- Connect with volunteers to encourage participation with I Love A Clean San Diego
- Foster positive relationships with community groups, local media, elected officials, and other parties who can assist I Love A Clean San Diego in fulfilling its mission
- Professional and accurate representation of I Love A Clean San Diego
- Other duties as assigned

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION REQUIREMENTS:

- Reliable transportation; ability and willingness to travel
- Ability to work weekends and/or evenings
- Proof of COVID-19 vaccination
- Ability to pass a background check prior to employment



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- Bilingual English/Spanish strongly preferred

QUALIFICATIONS

- Excellent organizational, recordkeeping, and time management skills; strong attention to detail
- Flexibility; ability to assess and adjust priorities with changing requirements
- Commitment to working in a team environment and ability to work independently
- Proficient with Microsoft Office, Outlook, Google Drive, Slack, Zoom
- Knowledge and/or willingness to learn about stormwater pollution prevention and waste diversion

COMPENSATION & BENEFITS

- Full-time, Non-Exempt
- Starts at \$18 per hour
- Mileage reimbursement at current CA reimbursement rate
- Paid time off (PTO) plan
- Employer-sponsored health (HMO) and dental plans (PPO)
- Generous paid holiday schedule (approx. 11 annually)
- Office closure between Christmas and New Year's Day
- Half-day of Birthday PTO
- Hybrid in-office/remote work schedule dependent on position
- 403b program with match opportunity after 90 days

I Love A Clean San Diego is a values-driven organization so it's essential all team members exhibit the following core values and office culture:

Core Values

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude

Office Culture:

- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth

I Love A Clean San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

TO APPLY: Please send resume, start date availability, and cover letter to Ryan Mayeda, Director of Education, at rmayeda@cleansd.org with "Last Name, Community Outreach Coordinator" in the subject line. Applications will be reviewed on a rolling basis as they are received. No calls please.