



COMMUNITY OUTREACH COORDINATOR

I Love A Clean San Diego (ILACSD) is in the business of *change*. Help us awaken passion and inspire environmental 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*.

REPORTS TO: Community Programs Manager

DEPARTMENT: Community Programs

TYPE OF EMPLOYMENT: Full-time, Non-Exempt

SCHEDULE: 40 hrs per week; optional alternative work schedule after 90 days; weekend work required

RATE: Commensurate with experience, and mileage reimbursement at current CA rate for event travel only

The Community Outreach Coordinator will support the Community Programs Department and will coordinate community outreach at local booths, fairs, and festivals to encourage participation and support of I Love A Clean San Diego. Outreach booths are related to general ILACSD promotion as well as educational outreach associated with ILACSD grants and contracts. This position will also manage an outreach team in the day to day through scheduling, supply coordination, and ongoing support.

Specific Duties Include:

- Lead the coordination of 300 outreach booths and events, including research to identify outreach events, staffing, registration, supplies and preparation
- Manage 10-15 outreach staff, including hiring, training, and hosting quarterly staff meetings
- Ensure outreach events are within contract compliance and perform quality control
- Maintain and oversee ILACSD outreach supplies, including partner agency's outreach materials inventory
- Support the Community Programs Manager to manage and complete department specific contracts & tasks
- Correspond with volunteers to encourage participation with ILACSD
- Lead occasional volunteer cleanups
- Work with Development Department to market community events including collateral (creation of flyers, blurbs, Facebook events, etc.) and providing event content for ILACSD website
- Foster positive relationships with community groups, local media, elected officials, and other parties who can assist ILACSD in fulfilling its mission and supply funding
- Professional and accurate representation of ILACSD
- Other duties as assigned

POSITION REQUIREMENTS:

- Excellent organizational and time management skills
- Commitment to working in a team environment
- Ability to work weekends
- Ability to interact with diverse groups of people
- Effective communication skills for diverse audiences
- Ability to work well with subordinates, peers, and supervisor
- Must be able to lift 30-50 LBS
- Proficient with Microsoft Office, Outlook, Google Drive
- Requires sitting, standing, walking long distances at cleanups
- Reliable transportation
- Knowledge of environmental challenges facing San Diego County



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- Bilingual English/Spanish strongly preferred

COMPENSATION & BENEFITS

- Employer-sponsored health and dental plans after 90 days
- Paid Time Off (PTO) plan - 10 work days (accrued) years 1-3 after 90 days
- Generous paid holiday schedule
- Opportunity for Alternative Work Schedule

I Love A Clean San Diego is a values-driven organization so it's essential all team members exhibit ILACSD's 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

To apply, email a cover letter and resume to Lauren Short at lshort@cleansd.org. No calls please.

I Love A Clean San Diego is an equal opportunity, affirmative action employer and all qualified candidates are encouraged to apply.