

ECOSS Job Description

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| Title: Multicultural Outreach Coordinator |
| Location: 1011 SW Klickitat Way, Suite 201, Seattle, WA 98134 |
| FLSA Status: Non-Exempt |
| Salary: Range: \$18.03 to \$20.10 (based on experience and qualifications) |
| Job Hours and Tenure: Permanent, part-time (20 Hours a week) or full-time (40 hours a week) |
| Benefits: Medical, Dental, Vision Insurance, Career pathway in the environmental field, professional and leadership development. |
| Reports to: Program Manager |
| Prepared/Revised Date: 1/25/2019 |

About the Company

ECOSS is a nonprofit organization whose mission is to protect the environment and local people at home, at work and in their communities. Our approach and tools seek to empower and educate businesses and diverse communities through environmentally sustainable practices and environmental equity. We are an equal-opportunity employer with a culturally diverse work environment and a commitment to social and environmental justice. We believe our employees should reflect the diversity of the populations we serve, including racial, cultural and ethnic diversity. People of color, immigrants, and refugees are strongly urged to apply.

About the Position

The successful candidate will be able to perform the following **Essential Duties and Responsibilities**, which include the following. Other duties, responsibilities and activities may change or be assigned as needed.

- Passion for the ECOSS mission and/or the environment, environmental equity or natural resources conservation.
- Implementation of environmental education, outreach, services and training according to contract deliverables, on time and on budget.
- Represents ECOSS at community events, functions and meetings.
- Speaks/writes in one or more of the following languages: Khmer, Spanish, Amharic, Tigrinya, Somali, Swahili, Cantonese or Mandarin.
- Coordination and planning of outreach events.
- Work as a community liaison to build strategic relationships with government entities, non-profits and other organization working on environmental justice related issues.
- Will often work outdoors, in all types of weather conditions, as well as indoors with office staff.

Position Requirements

The requirements listed below are representative of the **Knowledge, Skill, and/or Ability** required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Cultural competency. Able to work with multicultural teams/communities and individuals for whom English is not their first language.

- Strong interpersonal skills, sound judgment, flexible and resourceful.
- Developing knowledge of environmental equity and related issues, initiatives and funding.
- Developing knowledge of the greater Puget Sound environmental landscape, organizations and politics.
- Solid written and oral communications skills.
- Self-motivated and driven with excellent problem solving skills.
- Good organizational and time-management skills.
- Excellent customer service.
- Ability to work remotely and independently without supervision.
- Ability to transport outreach materials to and from the community/office.

Experience and/or Education

- Experience delivering training and/or outreach activities to immigrant, refugee and/or underserved communities, businesses and/or individuals.
- Experience working with multicultural teams/communities and individuals for whom English is not their first language.
- BA/BS degree preferred, High School Diploma/GED minimum and/or 0-2 years' experience in the nonprofit sector, project management, community outreach, related business or equivalent combination of education and experience.

Certificates, Licenses, or Registrations

- Must have a valid Washington state driver's license and transportation.

Computer Skills and data entry

- Competency in MS Office, Outlook, Word, Excel
- Willing to be trained to use timesheet, scheduling, tracking and mapping software as needed
- Ability to "transcreate" English documents into other language(s)
- Ability to maintain up to date information on tracking systems
- Ability to meet weekly timesheet reporting requirements

Physical Demands

- Moderate physical strength may be required to successfully perform the essential functions of this job. This includes the transport and carrying of materials, spill kits and/or event supplies.

Work Environment ECOSS work offers a mix of in-office, desk work, and outreach in communities, traveling to and from meetings, staffing indoor and outdoor events, as well as conducting onsite training in a business or industrial environment.

- willing to work late evenings and weekends, as required
- 30% of time at primary work location / 70% of time in field

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. At ECOSS we believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the company.