

ECOSS Job Description

Title: Multicultural Outreach Coordinator

Location: 1011 SW Klickitat Way, Suite 201, Seattle, WA 98134

Wage: \$20/hour

Job Hours and Tenure: Hourly; Full Time

Benefits: ECOSS offers competitive compensation, flexible work policies, and a collaborative and culturally sensitive work environment. Benefits include 11 paid holidays, generous paid-time-off, sick leave and employer-supported medical, dental and vision plans, and a \$30 per month phone stipend.

Reports to: Project Manager with dotted line to Programs Director

Prepared/Revised Date: 12/16/2020

To Apply: send cover letter & resume (in one file) to hr@ecoss.org

About the Company

ECOSS is a diverse nonprofit organization with over 26 years' experience that delivers environmental results for diverse communities and businesses in the Puget Sound region. ECOSS works with government agencies, municipalities, businesses, neighborhoods, and individuals to drive environmentally sustainable solutions. ECOSS is uniquely positioned with technical and cultural expertise, native language capacity, community trust and accountability, and cross-sector relationships to effectively address critical environmental issues. ECOSS staff is deeply trusted in the community and understand the root causes of environmental and social issues that communities face. The team is made up of a diverse set of native- and non-native-English speakers, 65% immigrants, and 71% people of color. Our staff currently speaks more than 12 languages. To learn more, go to ecoss.org.

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, reads, and writes in one or more of the following desired languages (native speakers preferred): Vietnamese, Amharic, Tigrinya, Somali, Cantonese, or Mandarin
- Ability to review English language documents and work with colleagues to translate and transcreate into one of the desired languages.
- Coordination and planning of outreach events.
- Work as a community liaison to build strategic relationships with government entities, non-profits, small businesses, 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 and communities and individuals for whom English is not their first language.
- Established networking within focus communities or strong ability to develop it.
- 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 access to reliable transportation.

Computer Skills and data entry

- To perform this job successfully, an individual should have competency in MS Office, Outlook, Word, Excel
- Ability to maintain up to date information on tracking systems.
- Ability to meet weekly timesheet reporting requirements.
- Willing to be trained to use video conference apps, timesheet, scheduling, tracking, and mapping software as needed.

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. During the Covid-19 pandemic, ECOSS staff can work 100% remotely from home. Employees may opt to work from the office and will be directed to some field work following strict scheduling and safety protocols.

ECOSS is an equal opportunity employer. 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. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the company. To learn more about our exciting work, go to www.ecoss.org