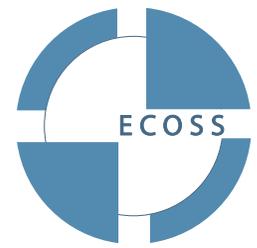


ECOSS is hiring

Full-time Bilingual Multicultural Outreach Coordinator

VIETNAMESE



Sustainable Solutions for All

Are you looking to join a multilingual environmental non-profit that values work/life balance; celebrates and reflects the racial, cultural and ethnic diversity of the communities we serve; and thrives on building community? Do you like working in teams, learning new concepts, and connecting with your community in person? Are you fluent in Vietnamese?

ECOSS is looking for bilingual multicultural coordinator to join our team. Currently, we are prioritizing candidates who can speak, write and read in Vietnamese. At ECOSS, our work focuses on community-oriented, bilingual outreach and engagement campaigns to immigrant and refugee communities in the Seattle metro area. Our projects focus on clean energy, clean water, waste management, and outdoor access/stewardship. Our partners include local public institutions, environmental consulting firms, foundations, and other local nonprofits.

Description

- As a coordinator at ECOSS, you will be part of a team of multilingual professionals that focuses on outreach both in person and remotely. Coordinators assist project managers in meeting project deliverables, by performing various tasks in different projects. Some activities you will be doing include: Review English language documents to translate and/or trans-create into one of the desired languages
- Coordinate, plan and attend outreach events and activities both in person and online
- Present information to different local community groups and businesses
- Develop, sustain and nurture professional relationships with different communities and partners
- Track progress and prepare written reports
- Represents ECOSS at community events, functions, and meetings
- Consult and advise on how to equitably improve future project implementations

Required

- Access to a car, a valid driver's license, and car insurance is required
- Ability to speak, read and write in English and in one or more other languages
- Strong interpersonal communication skills, including the ability to understand and communicate technical information in easy-to-understand language
- Ability to transport outreach materials to and from the community/office
- Ability to both work as part of a team but also remotely and independently with limited supervision
- Experience using Microsoft Office, mainly: Teams, Outlook, Word, Excel, OneDrive, and Zoom tools

Desired

(even if you don't have the experience listed below, we encourage you to apply!)

- Experience working with public agencies, preferably the City of Seattle, King County, and other local municipalities
- Experience conducting community engagement and outreach to immigrant and refugee communities
- Strong ability to prioritize and coordinate multiple tasks at once
- Strong ability to understand and stay on track with objectives, schedules, budget and action items
- Experience studying or working in the areas of environmental science, social justice, sustainability, or related field

Position Details

- Compensation: Hourly: \$27.96
Annually: \$58,157
- Two weeks of vacation in the first year; 2.4 weeks starting at the one-year anniversary, 3 weeks starting in year two, 4 weeks in year five; we observe 12 federal holidays per year
- Medical coverage: ECOSS pays 100% of premium. Vision and Dental: ECOSS pays 100% of premium. Life insurance: \$10,000 death benefit included at no cost to employee
- Laptop and phone stipend provided

APPLICATION DEADLINE:
Sunday February 5th 11:59pm

Please visit <https://ecoss.org/jobs> to access the link to our streamlined Google Forms application page.