



# CAREER OPPORTUNITY

POSITION TITLE	OFFICE CLERK, PROGRAM AIDE OR PROGRAM ASSOCIATE	
DEPARTMENT	CONSERVATION PROGRAMS-GRIFFITH PARK	
REPORTS TO	PROGRAM MANAGER	
FLSA STATUS	FULL-TIME/NON-EXEMPT	
RECRUITMENT FOCUS	INTERNAL AND EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING:	EXTERNAL CLOSING:
5/12/08	OPEN UNTIL FILLED	OPEN UNTIL FILLED

## ORGANIZATION SUMMARY

The LA Conservation Corps (the Corps) is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated in the Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

## POSITION SUMMARY

The Program Associate adds value to the mission of the LA Conservation Corps by using his or her data management, customer service, organizational skills and professional skills to develop and maintain the Corps' tree planting goals. The program associate's key role will be to assist the Tree Planting Program Manager in preparing planting projects for all programs within the LA Conservation Corps. Other duties may be assigned, as needed.

## ESSENTIAL FUNCTIONS

- Assists with data entry which may include but not be limited to tree orders and requests, tracking trees received, delivered and planted, community partners and events, MTLA pledge card names and addresses, and tracking associated sub-contractors.
- Determines appropriate locations for street trees including potential sites and appropriate spacing.
- Files and secures appropriate permits and trees.
- Communicates with City and County Agencies on tree procurement and invoicing.
- Tracks and inputs tree planting data.
- Assists the Tree Planting Manager with logistical data, which may involve tree selection and procurement, communication with various departments on planting schedules, and ordering materials and supplies as needed.
- Visits sites and identifies tree planting locations for work crews.
- Ensures proper planting techniques are followed.
- Oversees safety and security issues, including tool usage, vehicle loads, and proper handling of plant material.
- Filing for the Corps Programs, including street/open space trees, residential shade trees, park plantings, and other associated projects.
- Creates and manages individual files for LA City and County Districts, as well as individual projects associated with the tree planting programs.
- Creates and logs a monthly tracking worksheet. This worksheet will track all tree planting projects, including project materials, supplies, work crews, and associated sub-contractors.
- Produces accurate data/query reports for project sponsor, to be used for tracking purposes and the production of monthly reports.

## CAREER OPPORTUNITY

- Controls office supplies inventory and process restock requests as needed.
- Ensures that field crews are meeting project sponsor requirements, which may include specifications from City and County Departments.
- Inspects appropriate tree stock at nurseries and upon delivery.
- Familiar with, understands and observes internal Corps policies and procedures.
- Understands and observes confidentiality guidelines.
- Maintains proper business acumen and professional demeanor.
- Services established work flows among all the Corps work programs and administrative departments.
- Performs other duties as required, including composing and typing correspondence regarding reports and procedures.
- Maintains positive and informed relations with City and County representatives, community partners and agencies, sub-contractors, and the Corps work force.

### PROFICIENCIES/SUCCESS FACTORS

- Provides supervision, training, development, safeguards and serves as a mentor and good role model.
- Organizing and Planning– Ability to structure tasks, establish priorities and set goals
- Demonstrate a high level of professionalism and work ethics
- Interpersonal - Demonstrate sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- Demonstrate excellent communication skills (oral and written). Characterized by actively listening and ensuring respectful two-communication interactions
- Demonstrate a high level of accountability, responsibility and dependability
- Demonstrate a positive attitude, self-discipline, and self-awareness
- Demonstrate excellent analytical skills – characterized by identifying, assimilating and comprehending the critical elements of various situations; extract and interpret implications of courses of action
- Demonstrate teamwork through cooperation and collaboration with others

### MINIMUM REQUIREMENTS/QUALIFICATIONS

- Supervisory, project management and logistics skills necessary to fulfill position responsibilities.
- Ability to work with diverse populations and motivate young adults to meet program goals.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.
- Demonstrates the oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals.
- Interpersonal – Demonstrate, sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability, and ethnic backgrounds.
- Demonstrates the ability to perform the physical requirements of the job, as well as train others.
- Ability to perform community outreach and education in schools and to community groups as well as provide presentations and instruction to other to promote environmental awareness.



# CAREER OPPORTUNITY

## EXPERIENCE/EDUCATION

- High School Diploma or equivalency is required. .
- Minimum of 6 months experience working in an office setting with duties comparable to this position.
- Proficiency in using tools appropriate for various work projects.
- Bilingual (English/Spanish) highly desirable.
- General knowledge of horticulture highly desirable.
- Any combination of experience and/or education that will produce the desired outcome.

## OTHER REQUIREMENTS

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility). **“REQUIRED”**
- California Class C Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. **“REQUIRED”**
- If a private vehicle is utilized for company purposes validation of a California Class C Driver’s License, validation of driving record for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California. **“REQUIRED”**
- California Class B Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. If you do not currently possess a California Class B Driver’s License you will have 90 days from the effective date of acquiring this position to secure a Class B Driver’s License. **“ NOT REQUIRED”**
- Standard multi-media first aid certification. If you do not currently possess a standard multi-media first aid certification, you will have 90 days from the effective date of acquiring this position to secure a multi-media certification. **“NOT REQUIRED”**
- Pass a post-offer Live Scan/fingerprint clearance (Department of Justice) before commencing employment (required to report to a company designated facility). **”NOT REQUIRED”**
- Current TB skin clearance and fingerprint clearance. **“NOT REQUIRED”**

## WORK SCHEDULE

Monday through Friday 7:30 a.m. to 4:00 p.m. (a minimum of 40 hours per week)

Also, due to the demands of service, hours and days of work may vary including some weekends, and earlier or later hours of work.



# CAREER OPPORTUNITY

## SALARY AND BENEFITS

- Salary \$10.71-\$16.44 hourly (reflects the entire salary range). A starting hourly rate higher than \$10.50 per hour is based on a level of experience and education that significantly exceeds the minimum requirements.
- Medical, Dental, Vision and Retirement Benefits
- Vacation, Sick and Personal Holiday Benefits

## INTERNAL CANDIDATE PROCEDURE

Internal applicants must review the Transfers/Promotions guidelines and should complete a LA Conservation Corps Transfer/Promotion Career Opportunity Application within three (3) working days of the “Posting Date.” This information can be requested from the Human Resources Department. The internal application should be submitted to Human Resources by the Internal Closing Date.

Promotions - Internal Candidates will receive a 9% promotional increase or be brought to the minimum of the range, whichever is more. Lateral transfers will receive no increase in salary at the time of the lateral transfer.

## APPLICATION PROCEDURE

Complete an application or send a resume to: LA Conservation Corps/ Attn: Human Resources, Post Office Box 15868, Los Angeles, CA 90015 or Fax: 213.362.7958 or e-mail: [jobs@lacorps.org](mailto:jobs@lacorps.org)

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

LA Conservation corps  
Equal opportunity employer m/f/v/d  
[www.lacorps.org](http://www.lacorps.org)