



## Community Engagement - Outreach Assistant

**REPORTS TO:** Director of Community Engagement

**TYPE OF EMPLOYMENT:** Part time, Non-Exempt; Out of Office Event Staff

**DEPARTMENT:** Community Engagement

The **Outreach Assistant** will support I Love A Clean San Diego by leading community outreach booths, landfill tours, compost giveaways, cleanups, clothing swaps, WasteFree SD hotline and other events throughout San Diego County. As an Outreach Assistant, you will be a public-facing representative, responsible for educating the public, leading the public and other staff at events, creating positive experiences, and managing event information and materials. Programs will take place throughout San Diego County, where the Outreach Assistant will engage with the public on a wide range of subjects, including, but not limited to, the San Diego region's zero waste efforts, proper waste sorting, litter pollution, circular economy, resource recovery, organic waste recycling, and watershed protection. Although this position would be within the Community Engagement Department they would be called for cross-departmental support as needed.

The Outreach Assistant's work schedule will be assigned based on programming needs, their communicated availability, and the minimum requirement of five events per month with potential for more. Outreach Assistants averaging about 15 - 20 hours a week. Individual interest levels and availability will be discussed during the interview process.

### Areas of Responsibility:

#### Event Attendance & Supply Inventory - 80%:

- Lead and support events (such as booths, cleanups, clothing swaps, landfill tours, compost giveaways) on behalf of ILACSD to engage and connect the public to relevant information and resources in a professional, personable manner
- Operate the WasteFreeSD hotline, providing residents with guidance on waste reduction, recycling, and disposal options.
- Report on totals collected from the event back to the coordinator organizing said program
- Commit to recurring weekend availability (primarily Saturdays and occasional Sundays)
- Commit to weekday program support based on staffing needs and employee availability, Thursday would be the most needed
- Ensure the transport, set up, and return of ILACSD event materials such as tables, canopies, display boards in proper condition
- Return materials same day
- Punctual arrival at all meetings and events
- Must be comfortable with handling litter and working with all members of the public
- Help create new educational displays for events and programs
- Promote an environmentally conscious lifestyle and other ILACSD programs at all events
- Maintain the Supply Pick Up Station in the office for volunteers to gather their own supplies for cleanups



#### **Administration - 20%:**

- Keep accurate timecards and mileage records, and submit same day
- Respond to ILACSD staff inquiries **within three business day** via email
- Submit all required post-event paperwork and deliverables **same day** of event attendance
- Scan in signed waivers and organize them into labeled folders on the One Drive
- Answer volunteer emails and questions in a professional and timely manner
- Calling and emailing organizations and business to promote events
- Working within ILACSD's volunteer database Samaritan to assist volunteers and help the department with event outreach
- Other duties as assigned
- Attend regular trainings and department meetings as provided to maintain working knowledge of program materials, get scheduled for hours and be involved with department planning

#### **Core Competencies:**

- Working weekends (full availability on Saturday), a consistent two days during the week and occasional evenings
- Reliable transportation
- Ability to pass a background check
- Must be responsive to phone calls and emails
- Strong customer service skills
- Positive attitude and willingness to help on a variety of different projects based on department needs
- Ability to move equipment weighing up to 50 lbs to off-site locations and occasionally remain stationary for long periods at a time
- Ability to work in various outdoor weather conditions and occasionally remote locations for extended periods
- Located in San Diego County
- Ability to interact with diverse groups of people
- Bilingual English/Spanish (preferred)

#### **Qualifications and Skills:**

- Experience in a public-facing position
- Effective communication skills and experience with diverse audiences
- Comfortable speaking in front of groups
- Attention to detail and organization
- Ability and willingness to educate, inspire, and empower others
- Comfortable working independently as well as in team settings
- Environmental background/experience (preferred)
- Knowledge of environmental challenges facing San Diego County (preferred)

#### **Compensation & Benefits:**

- Starting at \$20.00 per hour
- Mileage reimbursement (current CA reimbursement rate)
- Accrued paid time off (PTO)



**I Love A Clean San Diego is a values-driven organization. It is essential all team members exhibit the following core values and office culture:**

**CORE VALUES:**

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude
- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth

**OFFICE CULTURE:**

*I Love A Clean San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local law.*

**TO APPLY:** Please send a cover letter and resume to the Community Engagement Director, Kristin Banks, at [kbanks@cleansd.org](mailto:kbanks@cleansd.org). Applicants will be reviewed on a rolling-basis and the posting will close on or before March 6, 2026.