

# COMMUNITY SERVICES UNLIMITED, INC.

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LOS ANGELES, CA 90062  
[www.csuinc.org](http://www.csuinc.org)

## **Green Savings Associate Job Description**

**Position Title:** Green Savings Program Associate, Full Time

**Reports To:** CSU Co-Executive Directors

### **Description:**

Through outreach, education, and application assistance, the Green Savings Program Associate will work to increase awareness and participation among South Central LA (SCLA) residents in LADWP rebate and discount programs. The Green Savings program aims to encourage and support SCLA residents in adopting strategies in their home that reduce water and energy use and contribute toward adapting to climate change, while helping them save money. The associate will work with their supervisor to identify and implement engaging outreach and educational opportunities that encourage South Central residents to participate in LADWP programs. The Ideal Candidate is outgoing and personable, enjoys engaging with community members in multiple and varied locations, can navigate working with residents virtually to assist with application submissions, and is able to balance multiple program activities at once. The Green Savings Program Associate should understand the connection between environmental sustainability and social justice and be enthusiastic about facilitating assistance to help residents of SCLA access programs that contribute toward building a more green and resilient community. Applicants must be interested in working as part of a dynamic team and must have a deep understanding of and commitment to CSU's core values of rigor, intentionality, respect, and humility. This job requires significant interaction with members of the public, as a representative of CSU it is expected that the person hired will understand and respect the trust that is being invested in the associate.

### **Major Duties:**

- Identify and attend community events to conduct outreach and education and provide presentations about CSU's Greens Savings, and LADWP rebate and discount programs
- Create engaging content for social media (IG, Facebook and YouTube) to promote CSU Green Savings Program and LADWP discount and rebate programs
- Communicate with SCLA residents by phone and email and via canvassing to share information on LADWP programs and share application instructions.
- Assist individuals in completing LADWP applications by phone, zoom or in-person
- Coordinate with other CSU staff to incorporate Green Savings Program outreach and education activities into other areas of CSU programing
- Create and identify culturally and linguistically appropriate outreach materials particularly targeting Spanish-speaking residents
- Ability to work remotely, work some nights and weekends and potentially occasional travel within Los Angeles County
- Provide interpretation and assistance in Spanish to facilitate SCLA residents access to LADWP information and services
- Keep accurate, detailed records and provide progress reports on program activities, information distributed, contacts made, and services provided as required by CSU funders and contractors
- Attend team and collaborator network meetings
- Other duties as assigned to meet program and organizational objectives

**Required:**

- Bilingual English/Spanish verbal and written
- Valid driver's license and a reliable vehicle
- Dependability, punctuality, and willingness to take initiative
- Compassionate and caring
- Must maintain strict confidentiality regarding personal client information
- Excellent written and oral communication skills
- Basic mathematical competency – addition, subtraction, multiplication, division
- MS Word and Excel proficiency required
- Strong knowledge and familiarity with Los Angeles and South LA neighborhoods preferred
- Experience of similar work is desirable
- Must project a positive attitude about CSU and its programs and other staff in all interactions with community members, partners, etc.
- Must bring any concerns, recommendations, or issues pertaining to this program or anything else to do with CSU or its other programs or staff to the attention of CSU Co-Director's

**Salary:** Position considered for full-time on an hourly basis to begin with the potential to transition to salary after a probationary period. Salary starts at \$22.00 per hour and can increase based on the candidate's experience and skills specific to the job duties that will be performed.

**To Apply:** Submit cover letter, resume and references to [csu@csuinc.org](mailto:csu@csuinc.org). Position immediately available. Open until filled. No phone calls please.