

Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email Sec@lattc.edu to apply for posted positions)

General Miscellaneous

Part Time

Job Title:	Case Manager/ILS/SLS/Parent Trainer (posted 10/18)	Job Number: 5415
Hours/Days:	Shift Varies	Salary: \$15/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Current California Drivers License; Reliable Transportation; Full Car Insurance; Current AED/CPR/First Aid Certificate.</p> <p>Job Description: Bilingual (English/Spanish) Independent Living Specialist (ILS)/Supported Living Specialist (SLS)/Parent Trainer to support individuals with developmental/intellectual disability. Responsibilities include, but not limited to: skills training, case management intervention and advocacy, write and submit quarterly and annual reports, and enhancement and/or supports for participants (and/or their children) who are parents or who anticipate becoming parents. Parenting supports are designed to equip the participant with the skills and supports necessary for the participant to raise their children in a safe, harmonious, and stable family environment. Must have reliable transportation and full car insurance (proof of car insurance and car policy) for traveling to participant's home and intermittent transporting to doctor appointments and personal errands. Occasional weekends and overtime may be required. Must be able to meet flexible schedule and be open to all assignments. Background check will be required. COVID-19 protocols are strictly followed.</p>	

Job Title:	Host/Hostess (posted 10/6)	Job Number: 5393
Hours/Days:	Shift Varies	Salary: \$14-\$25/hr.
Approximate Location:	West Hollywood	
	<p>Skills Requirements: Friendly, professional, welcoming, and detail oriented. Previous hotel or restaurant experience preferred; Must be have strong communication skills and ability to multi-task is required; Must be able to read and write in English proficiently; Ability to follow directions well, make quick decisions, and keep organized while under pressure; Previous exposure to high volume restaurant environment preferred; Basic computer skills and experience with computer based reservations systems preferred; Must be able to operate a multi-line telephone; Must have a positive attitude, be self-motivated, polite, energetic and a willing learner. Must be able to bend, stoop, squat and stretch to fulfill tasks. Must be physically able to lift and carry heavy trays and equipment as well as delicate china and glassware. Up to 50 lbs. Also, you must be physically able to walk without assistance on various surfaces for an extended period of time. This position requires manual dexterity, grasping, writing, standing, sitting, walking, repetitive motions, bending, and climbing.</p> <p>Job Description: The Host position will primarily greet and assist Guests in a positive, welcoming and professional manner. The Host will anticipate guests' needs, and respond appropriately with a sense of urgency. They will also maintain a proactive approach to solving any guest's questions or problems. Finally, the Host will bid farewell to guests, using their name when known, and encourage them to return to</p>	

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the establishment. Job duties include; although are not limited to: Consistently following Food & Beverage sequence of service utilizing all proper procedures standardized by venue managers and chefs; Assisting in providing analytical support and decision making tools to leadership team to help exceed desired business results; Working as a team and effectively communicating with management, chef and service staff in order to fulfill and address any issues or needs requested by guests and or other Associates; Greeting and seating guests and controlling the flow of guests coming into the restaurant, bar and lounge while under pressure; Answering telephones and directing calls where necessary; Overseeing daily restaurant reservations, pre-assigning seating where necessary, and communicating with management, service staff and chefs and special guest needs, requests, and VIPS.

Job Title:	Customer Service Representative (posted 10/6)	Job Number: 5388
Hours/Days:	Shift Varies	Salary: \$15/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Core skills include - computer skills and the ability to multitask, client-focused solutions based on customer needs, integrity, reliability and maturity is a must. Excellent time and project management skills. Excellent verbal and written communications skills. Quick learner.</p> <p>Job Description: Customer Service Representative will assist in the day-to-day operation of the Los Angeles Convention Center's Business Service Center. Duties include, copying services, printing services, facsimile services, packaging and shipping services, sale of business and office merchandise, assisting guests with self-service computers, and bag check services. Seeking to hire an individual who is self-motivated, friendly and able to thrive in a results-driven environment. He or she needs to be able to pay attention to detail with an adherence to deadlines.</p>	

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Part Time

Job Title:	Mailing Department Assistant (posted 9/24)	Job Number: 5356
Hours/Days:	Monday-Friday (4 pm – 8 pm)	Salary: \$15-\$17/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Manual dexterity, attention to detail, ability to understand and follow directions and work quickly. Must stand to operate the machinery.</p> <p>Job Description: Assist mailers to assemble, label, prepare newspapers for postal and carrier delivery.</p>	

Job Title:	Retail Associate (reposted 10/7)	Job Number: 5203
Hours/Days:	Shift Varies	Salary: \$18-22/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Flexible schedule with the ability to work weekends, some weekdays, holidays and as business dictates; 1+ year experience in a customer-facing, retail setting required; Experience working with a premium or luxury brand strongly preferred; Ability to lift, push or pull up to 35lbs; Ability to stand on your feet for up to eight hours at a time; Must be 18 years of age or older.</p> <p>Job Description: This is a part time weekend role that includes a competitive hourly rate, a one-time clothing allowance, and a monthly bonus incentive plan. Create shopper experiences that defy convention and are unique and new; Gain knowledge of Dyson products inside and out and be the first to learn, share, and inspire your customers through a best in class experience; Ability to understand the Dyson brand and uphold its integrity; Ability to work a varied schedule including nights, weekends, and holidays as needed.</p>	

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Full Time

Job Title:	Landscape Maintenance Worker (posted 10/18)	Job Number: 5414
Hours/Days:	Monday-Friday (7:30a-3:30p, periodic OT and weekend hours)	Salary: \$19/hr.
Approximate Location:	Beverly Hills	
	<p>Skills Requirements: US Work Authorization required; Previous related landscape and gardening work experience required; High school or GED preferred; Transportation to work and the ability to be on time; Bilingual in English & Spanish preferred.</p> <p>Job Description: A large, private estate in Beverly Hills is seeking a full-time, Monday - Friday, Landscape Maintenance Worker to join its 4-person landscape team. Duties: Plant and maintain ornamental trees, shrubs, flowers, and lawns and apply fertilizers, pesticides, and other treatments for a large private estate; Mow, weed, trim, cut, water, rake, power wash and maintain all outdoor areas; Safely and effectively operate power equipment including, power mowers, edgers, string trimmers, chainsaws, and roto-tillers; Assist with minor pest management; Clean awnings, umbrellas, and outdoor furniture; Responsible for maintaining and cleaning all outdoor areas; Be a part of a landscape crew with 4 other team members, reporting to the Landscape Manager. Physical Demands: A qualified Landscape Maintenance Worker must have the ability to: Push, pull, lift, and move items up to 50 lbs., including outdoor furniture; Operate landscaping hand tools, motorized equipment, and power tools; Work outdoors, in all weather conditions, standing, walking, crawling or stooping depending on the task. Includes a great benefits package including Medical, Vision, Dental, 401k with match eligibility, and two weeks paid vacation. A reference check will be required for this position.</p>	

Job Title:	Sanitation Worker (All Shifts) (posted 10/15)	Job Number: 5411
Hours/Days:	Monday- Saturday	Salary: \$14-\$14.40/hr.
Approximate Location:	Vernon	
	<p>Skills Requirements: Must be able to take instruction well; must be able to move and lift heavy materials; must be able to communicate effectively; must be able to read and understand labels; must be able to work in a fast paced environment; Bilingual Spanish a plus but not required.</p> <p>Job Description: Depending on the shift, the sanitation worker is important for the production process because they will continually assist by disposing of waste, keeping pathways and work areas clean and clear of debris, and keeping work area clean and sanitized after the production of each product. They are responsible for washing equipment used in the production area that is used to move raw ingredients such as sauces, spices, meats, beans, and other ingredients. Other duties shall be assigned, but the most important of all is to practice a safety mentality to keep others and yourself safe.</p>	

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General Miscellaneous

Full Time

Job Title:	Tree Care Associate (posted 10/6)	Job Number: 5377
Hours/Days:	Shift Varies	Salary: \$17/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Strong leadership, team-building and problem-solving skills; Highly organized, friendly, smart, proactive and a quick learner; Valid CA Driver's license, clean driving record, and proof of insurance is required to perform job-related essential functions; Requires frequent heavy lifting over 50 lbs. overhead, often combined with bending, twisting, or working on irregular surfaces, and occasionally requires extraordinary physical activity. Must be able to carry 5-gallon water buckets and able to load and unload 15-gallon trees onto and off a truck; Available to work a flexible schedule that may include weekends; Knowledge of or resides in one of the following communities: Downey, Commerce, Santa Fe Spring and La Mirada or in surrounding cities is a plus.</p> <p>Job Description: Uphold TreePeople high quality standards in tree care and positive community relations; Follow safe practices and supervisor guidance while conducting tree care; Maintain good public relations through the effective accomplishment of assigned work and the appropriate behavior; Work well with other staff; Cooperate with the public, police, and fire departments if blocking street or driveway; Other duties as assigned.</p>	

Job Title:	Community Forestry Associate (posted 10/6)	Job Number: 5376
Hours/Days:	Shift Varies	Salary: \$18/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Strong leadership, team-building and problem-solving skills; Highly organized, friendly, smart, proactive and a quick-learner; Literate and interested in local climate resilience and environmental issues impacting communities throughout Southern California; Spanish fluency is highly desired; Valid CA Driver's license and clean driving record desired to perform job-related essential functions; Requires frequent heavy lifting over 25 lbs., often combined with bending, twisting, or working on irregular surfaces, and occasionally requires extraordinary physical activity; Available to work a flexible schedule that may include weekends; Knowledge of or resides in one of the following communities: Huntington Park, Cudahy, South Gate, Lynwood, Watts or in surrounding cities is strongly desired.</p> <p>Job Description: Support organizing community planting and tree care events with local volunteers; Plant 15-gallon street trees and driving a truck/water tank to water those trees on a regular basis; Assist with community workshops and volunteer-led events, attend site visits, and help manage and maintain TreePeople's tool inventory; Maintain communication with community volunteers to carry out necessary tree care until the community is self-sustaining in the stewardship of their trees; Gather, monitor and track data of tree plantings through GPS and site maps to comply with funding reporting and to ensure successful implementation of tree maintenance plans; Participate and represent TreePeople at meetings, fundraising, marketing, membership and volunteer events as needed; Other duties as assigned.</p>	

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Full Time

Job Title:	Driver/Material Handler (posted 10/1)	Job Number: 5372
Hours/Days:	Monday-Saturday	Salary: \$17.15/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Required to have a valid driver’s license; Must be 21 years old. Approachable - If a company could smile, we would. Instead we rely on our people to show it. We care about each other and our customers because we know business only gets done right when people respect each other and value relationships. Adventurous - What TireHub is set up to do is intentionally outrageous. So, we readily embrace challenges with the courage to introduce new ideas and the ambition to build something unique. Relentless - We tackle our work with energy. We deliver on our commitments with enthusiasm. And we don't give up until we get to the end. Speedy - Speed is the currency in the tire industry. When we commit to a job, we get the job done - and we do it fast. Optimizes Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement. Manages Ambiguity: Operating effectively, even when things are not certain, or the way forward is not clear. Drives Results: Consistently achieving results, even under tough circumstances. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives. Builds Effective Teams: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.</p> <p>Job Description: The Driver/Material Handler's primary responsibility is to load, unload, check and tally tires to and from carriers (trailer trucks). This position selects, packs, counts, marks, and palletizes tires of customer orders and places in the assigned staging areas according to bin locator system. The Logistics Specialist will operate TireHub vehicles to distribute tires as needed. The Driver/Material Handler checks and verifies the accuracy of selecting, packing, weighing, marking, and counting of tires for customer orders. This position ensures TireHub’s safety guidelines are met by the proper palletizing, re-palletizing, and re-stacking of tires. This position has a general work breakdown of General Warehousing, Deliver services; however, this mix will change based on the needs of the business: This position loads, unloads, checks and tallies tires to and from carriers [trailer trucks]; This position selects, packs, counts, marks, palletizes tires of customer orders and places in the assigned staging areas according to bin locator system; This position checks and verifies accuracy of selecting, packing, weighing, marking, and counting of tires for customer orders; This position operates order pickers, pallet jacks, and other equipment in the execution of duties and ensures safety guidelines are met in operating the equipment; This position performs required counting, tallying and marking on related inventory control documents; This position participates in cycle and/or annual physical inventories; This position ensures safety guidelines are met by the proper palletizing, re-palletizing, and restacking of tires; This position maintains compliance with all TireHub procedures and policies; This position makes collections from customers for merchandise delivered on a Cash on Delivery basis; This position makes list of prospective customers along the designated route to supply the Store Manager with sales follow up information; This position ensures good mechanical operation of vehicle; This position performs pre-trip vehicle inspections at the beginning of each workday and immediately report operating problems or mechanical defects to the Warehouse Manager or designee; This position completes all driver and vehicle maintenance logs; This position performs additional responsibilities as required.</p>	

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Full Time

Job Title:	Customer Service (posted 10/1)	Job Number: 5368
Hours/Days:	Monday-Friday	Salary: \$15-\$20/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Email & phone communication skills, doc & Excel basic knowledge, ERP System (Mod 2)-usage; can train.</p> <p>Job Description: Wholesale customer service dealing with retailers, credit card payment, RA requests documentation & follow ups on receipt of those, monthly/weekly organization of orders and status, communication with team members in shipping and management for inner knowledge of products and availabilities.</p>	

Job Title:	Customer Service Representative I (posted 9/24)	Job Number: 5352
Hours/Days:	Monday-Friday (8am-5pm)	Salary: \$17.25/hr.
Approximate Location:	Gardena	
	<p>Skills Requirements: High School diploma or equivalent experience preferred; 0-2 years' previous work experience; Able to communicate effectively with customers; Ability to function well as part of a team; Basic computer skills; Time management skills; Positive attitude; Ability to work independently; Clear communication skills; Professional and clean appearance.</p> <p>Job Description: Provide a variety of customer support services through the mail, telephone, and direct personal contact; Process orders and assignments; Enter data into computer system; Reference pricing and delivery information; Respond to customer questions, complaints and requests; Set up new records and maintain existing records; Perform word processing assignments, filing and related clerical duties; Process all necessary paperwork in preparation for auction day, securing necessary approvals; Follow well-established procedures and under close direction of supervisor; Open to learning automobile titling; Assist with other office functions as needed.</p>	

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Full Time

Job Title:	Tool Room Attendant (reposted 9/20)	Job Number: 5333
Hours/Days:	Monday-Friday	Salary: \$19-20/hr.
Approximate Location:	San Bernardino	
	<p>Skills Requirements: High School diploma and/or relevant or transferable 1-3 year experience. Knowledge of general principles and procedures associated with storage; familiarity with tool room materials and equipment; strong communication skills, and the ability to identify basic parts.</p> <p>Job Description: Maintains order and general upkeep of the Tool Room conditions. Sorts, places, and updates materials or items on racks, shelves, or bins according to predetermined location. Distributes and accounts for tools/consumables used by employees on a daily basis; Notifies staff when items are not returned in a timely manner. Distributes job fixtures upon request by department supervisors. Conducts regular cycle counts. Completes requisitions or requests for materials, tools, or other stock items; distributes materials once received. Receives and counts stock items; records shipment and storage of all company property, including assets and consumables to be completed manually or through an automated system. Communicates inventory discrepancies immediately to ensure that inventory levels remain accurate and suitable for company requirements. Maintains all tool room inventory items in a condition suitable for use. Other tasks maybe assigned as needed.</p>	

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Full/Part Time

Job Title:	LAX Airport Valet Attendant (posted 10/15)	Job Number: 5402
Hours/Days:	Shift Varies	Salary: \$18/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Greets arriving guests, provides courteous, efficient, and enthusiastic service for guest requesting valet parking; Checks and notifies guests of pre-existing damage to their vehicles; Records guest names, vehicle information and secures the guest keys for parking; Accommodates guests requiring special assistance and aid; Inspects vehicles for overall condition and notes any dents, missing parts, or distinguishing features; Identifies vehicle designated parking location and provides guest with vehicle claim check; Reports issues and/or potential problems which may have an impact on the security of guest vehicles and avoids traffic congestion and delays at entrances; Understands the legal ramifications of various actions that impact the valet service; Assist guests with all luggage; Responds to emergency situations when requested; Promotes and maintains the highest level of customer service to all guests while staying alert to their needs; Responds effectively to guest inquiries, providing excellent guest service; Resolves guest complaints within scope of authority; otherwise refers the matter to management. Notifies supervisor and/or Security of all unusual events, circumstances, missing items, or alleged theft; Always keep valet area neat and tidy; Quotes prices for parking services for which money is received upon customer receipt.</p> <p>Job Description: The Valet Attendants are responsible for creating and maintaining a pleasant, friendly, and professional environment by acknowledging, greeting, and welcoming to the location; offering safe and efficient vehicle guidance, and active control of all parking spaces and directions in accordance with company performance standards. It is the responsibility of the Valet to perform excellent customer service and communication skills as the face of Fly Away Valet.</p>	

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Full/Part Time

Job Title:	Career Navigator (posted 10/6)	Job Number: 5389
Hours/Days:	Monday-Friday	Salary: \$16-\$18/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: One to two years of experience providing direct care services to people with ID/DD (Developmental Disabilities); Must be 21 years of age or older. Must have a reliable vehicle to transport consumers; Must have a valid California driver's license, Valid registration, proof of insurance, U.S. citizenship, first Aid certification, CPR and fingerprint clearance; Excellent organizational, interpersonal and communication skills; Compassionate about the care and well-being of clients; Ability to walk, stand, stoop, bend, push and lift up to 35 lbs.; Maintain a clean driving record; Computer Literate.</p> <p>Job Description: The Career Navigator will work closely with their clients to ensure they are ready to enter the workforce. Career Navigators will work with clients one on one to provide them with the necessary tools they will need to obtain stable employment, such as how to properly resolve conflict at the workplace, how to appropriately dress for an interview, how to properly answer interview questions (mock interviewing), time management skills, and provide knowledge of what will be expected of a client once employed. Career Navigators will help clients create a resume for proper job placement. Responsibilities: Assist adults with developmental disabilities find employment; Virtually connect with clients via Zoom video chat platform and conduct job preparation services as needed; Transport our clients to and from job interviews/ job sightings and jobs; Assist clients with skills related to; interviewing skills, conflict resolution skills, online application assistance, budgeting assistance, computer skills training, technical assistance training, etc.; Interact with the clients family members, Regional Center and all other involved parties; Implement goals and objectives as recommended by the program and as indicated in the participant's IPP, Training Assessment and Quarterly Reports; Develop a rapport with the clients and cultivate a safe and supportive relationship, supporting clients' employment growth; Update consumer service logs/daily activity documentation/ timecards daily; Provide supervision and guidance for clients during trainings and while onsite at work.</p>	

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Full/Part Time

Job Title:	Maintenance (posted 10/6)	Job Number: 5380
Hours/Days:	Shift Varies	Salary: \$16/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Punctual, great appearance, big smiles, customer service skills, and the ability to Muti-task.</p> <p>Job Description: The Maintenance Person assists management in achieving and maintaining outstanding interior and exterior restaurant cleanliness and maintaining restaurant equipment. As a member of the Maintenance Team, your restaurant will support you with the tools and training needed to succeed. The Maintenance Person's responsibilities may include, but are not limited to: Filtering oil fryers daily; Maintaining outside grounds; Clean equipment, inside and outside windows, stock rooms and restrooms; Unload delivery truck 2 times a week; Take out and empty trash compactor; Change light bulbs; Clean HVAC/Exhaust units and roof of debris.</p>	

Job Title:	Crew (posted 10/6)	Job Number: 5379
Hours/Days:	Shift Varies	Salary: \$15/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Punctual, great appearance, big smiles, customer service skills, and the ability to Muti-task.</p>	

Job Title:	Delivery Driver- paid weekly using our vehicle (posted 9/24)	Job Number: 5342
Hours/Days:	Monday-Sunday (The shift begins at 10:00 am; all candidates must be able to work weekends and 10-hour shifts)	Salary: \$16.50-\$17.50/hr.
Approximate Location:	Torrance	
	<p>Skills Requirements: Hard Working, reliable, physically fit, and respectful. Be at least 21 years of age; Have a valid driver's license and authorized to work in U.S.; Must be available to work at least one weekend day; Pass a background and drug test. Be CUSTOMER OBSESSED!! We strive to deliver packages and smiles to our customers. Paid weekly and no experience needed. You will receive free paid training!</p> <p>Job Description: Our Delivery Associates strive to get every order to the customer's door. You'll be driving our safe, comfortable van while using the latest technology to locate and deliver Amazon packages for Capstone Delivery, an independent third party company. Safely drive and operate the delivery vehicle. Duties: Use a hand-held device for routing information and customer delivery information; Navigate a variety of routes throughout the delivery area; Must be comfortable driving and working in varying weather conditions; Load and unload packages to be delivered as well as walking up and down stairs; Ability to lift up to 70 lbs. Masks and Sanitizer provided. We follow Covid safety protocols.</p>	

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General Miscellaneous

Temporary

Job Title:	AmeriCorp Planting Resilience Associate (posted 10/1)	Job Number: 5375
Hours/Days:	Shift Varies	Salary: \$DOE
Approximate Location:	Los Angeles	
	<p>Skills Requirements: 1. AmeriCorp member applicants must be at least 18 years of age; 2. Applicants must have a GED or a high school diploma; 3. Must be a U.S. citizen or legal permanent resident. Those with an Authorization to work in the U.S. or have DACA status unfortunately are not eligible at this time for the program; 4. Strong leadership, team-building and problem-solving skills; 5. Highly organized, friendly, smart, proactive and a quick learner; 6. Interest in local climate resilience and environmental issues impacting communities and wilderness throughout Southern California; 7. Comfortable in wilderness areas; 8. Valid CA driver's license and clean driving record desired to perform job-related essential functions; 9. Requires frequent heavy lifting over 40 lbs., often combined with bending, twisting, or working on irregular surfaces; 10. Must follow safe work practices; 11. Ability to perform physical labor, including moving trees and loading and unloading heavy tools onto trucks, and the ability to hike off-trail on mountainsides; 12. Available to work Tuesday through Saturday schedule; 13. Experience in volunteer organizing and project logistics; 14. Members you have served less than 3 terms in an Americorps State or National program; 15. Must commit to the full-service term of November 2021- November 2022 and available for 7.5 hours per day, Tuesdays through Saturdays.</p> <p>Job Description: Seeking AmeriCorps members that are interested in the environment, urban greening, forestry, climate resilience, and environmental justice. TreePeople would like AmeriCorps members to be from and of the communities we aim to serve in order to use lived experience to better engage communities. Plant and care for 15-gallon street trees; Plant and care for native plants and tree seedlings in wildland areas; Remove invasive species and flash fuels from wildland areas; Maintain positive communication with community members to encourage ongoing tree care by residents; Organize, manage and facilitate restoration, planting and care events, and monitor the progress at restoration sites; Work with TreePeople's partners, USFS / Angeles National Forest, National Park Service, and others to ensure partners' needs and expectations are met; Support the participation of volunteers in urban tree planting and care events as well as forest restoration events; Support TreePeople's nursery by participating in seed collection and treatment as well as propagation related activity as needed.</p>	