EMPLOYMENT OPPORTUNITY

Position: Community Organizer (Full-time, Non-exempt) **Unit:** Youth Services **Positions:** 1 **Date:** 01/19/2012
Reports To: Prevention Coordinator **Salary:** $32,000 – 35,000 annually DOE, with Benefits

Summary: Under the direction of the Prevention Coordinator and Youth Services Manager, the Community Organizer shall be responsible for assessing community readiness, conducting outreach, providing strategic direction, developing and maintaining the networks of individuals and organizations necessary for the success of the project. The Community Organizer shall assist in conducting informational orientations, enrollment, recruiting key stakeholders, partners, youth and volunteers in the Koreatown. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position.

Duties / Responsibilities:

- **Community engagement:**
  - Assist in conducting community readiness assessment through asset mapping, data collection and review, surveys and interviews;
  - Mobilize and work collaboratively with local key stakeholders, such as residents, leaders, businesses, schools, churches, parents, youth and other community-based agencies to develop detailed, outcomes-driven plans for each campaign;
  - Assist in building relationships with local merchants for recruitment, education, and monitoring purposes;
  - Educate and provide technical assistance for local merchants about existing alcohol laws that may be available to them;
  - Develop Responsible Beverage Services (RBS) toolkits in English, Korean, and Spanish that includes culturally appropriate educational materials;
  - Develop leadership and organizing skills amongst a diverse group of merchants and investors by empowering them with effective and innovative community organizing techniques; and
  - Communicate with a broad audience, including mainstream and ethnic-based media, parents, key community leaders, and local elected officials.
- **Contract compliance:**
  - Comply with County contractual agreements;
  - Submit billing reports and other reporting requirements as assigned; and
  - Maintain accurate files on organizing activities and evaluations.
- **Attend relevant meetings, trainings and community events; and**
- **Other related duties as assigned by the Prevention Coordinator and/or the Youth Services Manager.**

Minimum Requirements / Qualifications:

- Bachelor's degree in Education, Sociology, Public Health or other-related field from an accredited College or University;
- Minimum one (1) year experience providing alcohol, tobacco, and other drug (ATOD)-related services; education may be substituted for experience where coursework is directly related to the ATOD or Public Health fields;
- Ability to work collaboratively with others and a willingness to participate fully in a team process;
- Possess flexibility, initiative and ability to work under pressure;
- Strong interpersonal, organizational, written and communication skills with colleagues, clients and representatives from other community organizations;
- Ability to organize and prepare documentation in a timely manner;
- Strong commitment and competency to work with a multi-cultural community;
- Demonstrable working knowledge of the use and operation of personal computers;
- Proof of passing a TB test and fingerprinting clearance (Live Scan);
- A valid Class C California Driver License, access to a personal automobile and proof of auto insurance;
- Proof of eligibility to work in the United States; and
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

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Desired Qualifications:

- Knowledge and understanding of alcohol use prevention planning including community-based and environmental prevention efforts;
- Knowledge of evidenced-based strategies and prevention concepts for addressing AOD related community problems and contributing factors;
- Knowledge and understanding of the Strategic Prevention Framework (SPF);
- Ability to plan, implement and evaluate prevention service activities;
- Knowledge and/or experience working with adolescents and families from various socio-economic and cultural backgrounds
- Bilingual capacity (Spanish/English and/or Korean/English); and
- Certification in CPR and First-Aid training.

Application Instructions:
Send Resume AND Cover Letter to
Koreatown Youth & Community Center
ATTN: Ashley Kim, Personnel Officer
3727 West 6th Street, Suite 300
Los Angeles, CA 90020
FAX: 213-927-0017
E-mail: Personnel@kyccla.org
****Please specify the position for which you are applying.**

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