



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. The Prevention Education unit was established to engage and empower our diverse immigrant community members to become the movement towards a healthier and more equitable community. We educate, build capacity and work alongside each individual to address emerging issues. Our staff are visible, trusted and most of all, place cultural relevancy at the forefront of our work.

We have been serving our diverse community for more than 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

### Prevention Education Manager (Full-time, Exempt)

**Unit:** Prevention Education Services  
**Posting Date:** 10/24/17

**Reports To:** Director of Children and Family Services  
**Salary:** \$45,000 – 52,000 annually DOE, plus BENEFITS **Positions Available:** 1

**Summary:** Under the direction of the Director of Children and Family Services, the Prevention Education Manager is a management level position responsible for overseeing the operation of the Prevention Education Unit on a day-to-day basis, working with the Prevention Coordinator to develop and implement programs, and supervise unit staff. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, exempt position.

#### **Duties / Responsibilities:**

- **Manage and monitor programs by:**
  - Overseeing the overall planning, implementation, evaluation, and development of all Prevention Education programs.
  - Assisting with the development, negotiation, and management of contracts and grants with funding agencies including but not limited to the LA County Substance Abuse Prevention and Control (SAPC), private foundations, and corporations.
  - Overseeing all contract compliance activities including meeting the contract objectives, documentation requirements, coordinating evaluation activities, and other performance related issues.
  - Monitoring program budgets to ensure satisfactory compliance with internal agency procedures and funder requirements.
  - Establishing and maintaining liaison with community organizations, funding sources, and government agencies.
  - Actively working with local, state, federal, and private sector representatives to develop resources and support for youth and family prevention education programs and services.
  - Researching best practices and enhancing program quality.
  - Initiating and writing grant proposals to develop new programs and to enhance existing programs.
- **Provide program and contract management by:**
  - Coordinating all stages of organizing, including: asset mapping, action plan development and implementation, and on-going evaluation for the targeted communities.
  - Assisting in research and policy analysis on current impact of underage and binge drinking.
  - Assisting in the development, coordination, implementation and facilitation of evidence-based models and curriculum to assist with the campaign.
  - Ensuring that activities are coordinated among unit staff and other agency Prevention efforts.
  - Assisting in establishing a coalition of local community residents, leaders, business sector, and other social service providers.
  - Establishing an on-going working relationship with liquor stores, grocery stores, schools, churches, parents and youth.
  - Ensuring that strategies are culturally appropriate.
  - Providing organizing assistance countywide, as assigned.
  - Supporting oversight of all contract compliance activities regarding relevant programs including meeting the contract objectives, documentation requirements, coordinating evaluation activities, and other performance related issues.
  - Assisting in monitoring program budgets for all relevant programs to ensure satisfactory compliance with internal agency procedures and contract requirements.



- **Supervise the Prevention Education Unit staff by:**
  - Overseeing recruitment, hiring, supervision, training and technical assistance to unit staff.
  - Initiating, developing and overseeing staff development and training opportunities.
  - Monitoring and evaluating the effectiveness and efficiency of programmatic service delivery.
  - Participating in annual staff evaluations.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Director of Children and Family Services.**

**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- A Bachelor's degree and a minimum of three (3) years experience providing alcohol, tobacco, and other drug (ATOD) prevention related services in a focused community; education may be substituted for experience where coursework is directly related to the ATOD or Public Health, Public Policy, or Social Welfare fields.
- One year experience directing and evaluating the work of others.
- Experience developing, providing, and/or evaluating community-based environmental prevention programs/services.
- Experience conducting activities that align with the Strategic Prevention Framework (SPF) Steps: Assessment, Capacity, Planning, Implementation, and Evaluation.
- Experience engaging and/or organizing community members, businesses, and community leaders in the implementation/adoption of a community and/or population-based effort.
- Ability to implement evidence-based strategies and prevention concepts for addressing alcohol-related community problems and contributing factors.
- One year experience in the areas of budgeting, fiscal management, personnel, contracts, and grant management.
- Ability to organize and prepare documentation in a timely manner.
- Knowledge and/or experience working with children, youth, and families from various socio-economic and cultural backgrounds.
- Experience in advocacy and policy work around children, youth, and families.
- Possess initiative, flexibility, and the ability to work under pressure and exercise independent judgement.
- A valid Class C California Driver's License, access to personal automobile, and proof of auto insurance.
- Physical requirements: Able to hear a child calling for help, able to see a child on the playground, able to sit for long periods of time, seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting for extended periods of time; and dexterity of hands and fingers to operate office equipment.
- Live Scan and TB test completion are required once a job offer is made.

**Desired Qualifications:**

- Bilingual capacity (Spanish/English and/or Korean/English).
- A Master's degree in a social science.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Certification in CPR (Youth & Adult) and First Aid training.

To apply, please submit a **cover letter and resume**.

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