



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.

Youth Development Specialist (Full-time, Non-exempt)

Unit: Prevention Services
Updated: 06/22/16

Reports To: Prevention Education Coordinator
Salary: \$31,000 - 33,000 annually DOE, plus BENEFITS

Positions Available: 1

Summary: Under the supervision of the Prevention Education Coordinator, the Youth Development Specialist is a direct service position responsible for the facilitation, coordination, and implementation of all prevention education and advocacy efforts to at-risk youth ages 10-18, parents and relevant community members in the Koreatown, Pico-Union and Westlake areas. The Youth Development Specialist will also assist in the development and implementation of a yearly work plan, and assist project staff within the unit. 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:

- **Develop and implement Substance Abuse Prevention Education Curriculum to community members:**
 - Develop and implement prevention education curriculum and media advocacy trainings to middle and high school aged youth and parents;
 - Recruit, assess, and enroll at-risk youth to the Youth Drug Abuse Prevention Program, while tracking new and returning participants;
 - Organize and implement community substance awareness/prevention events with Youth Drug Abuse Prevention Program and help to identify goals and objectives for needed projects to address substance abuse in the community;
 - Research local substance abuse efforts, identify local project data and scope of work relevant to programming;
 - Conduct relevant needs assessments, implement program evaluation tools and track results to gauge youth performance and program impact; and
 - Report program progress by maintaining all paperwork pertaining to the contract, including monthly reports, billing and calendars.
- **Community Engagement:**
 - Conduct outreach and recruitment to sustain and promote prevention and advocacy efforts; and
 - Build and sustain collaborations by developing a support network comprised of community based organizations, youth, parents, school administrators, government officials and other relevant partners
- **Attend relevant meetings, trainings and community events; and**
- **Other duties as assigned by the Supervisor.**

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

- Bachelor's degree in Education, Social Work, Sociology or other-related field from an accredited College or University;
- Minimum one (1) year experience providing alcohol, tobacco, and other drug (ATOD)-related services;



Minimum Requirements continued:

- Ability to plan, implement and teach activities in a classroom setting;
- Knowledge, experience and/or commitment to working with youth and families from various socio-economic and cultural backgrounds
- 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, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- **Bilingual capacity (English/Korean) highly preferred;**
- Knowledge of community based/environmental prevention efforts and evidenced based strategies; and
- Certification in CPR and First-Aid training.

[SUBMIT AN APPLICATION](#)