



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 Coordinator (Full-time, Non-Exempt)

Unit: Prevention Services
Updated: 8/12/19

Reports To: Prevention Education Services Manager
Salary: \$45,000 – 50,000 annually DOE, plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Prevention Education Manager, the Prevention Education Coordinator is a management level position that oversees the operations of the alcohol and other drugs (AOD) prevention services on a day-to-day basis, develops and implements programs, and supervises program staff. 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:

- **Provide program and contract management:**
 - Coordinating all stages of organizing, including, but not limited to: 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 and facilitating a coalition of local community residents, leaders, business sector, and other social service providers.
 - Establishing an ongoing working relationship with community based organizations, 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, but not limited to: 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.
 - Assisting with the development, negotiation, management of contracts and grants with the Los Angeles County Substance Abuse Prevention and Control (SAPC).
 - Assisting with writing grant proposals to develop new programs and to enhance existing programs.
- **Provide staff supervision:**
 - Participating in recruitment, hiring, supervision, training and technical assistance to unit staff.
 - Initiating, developing and overseeing staff development and training opportunities.
 - Participating in annual staff evaluations.
- **Attend relevant meetings, trainings and community events.**
- **Other related duties as assigned by the Prevention Education Manager.**



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. Education may be substituted for experience where coursework is directly related to the ATOD or Public Health, Public Policy, or Social Welfare fields.
- **Bilingual capacity (Spanish/English and/or Korean/English).**
- 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 to working 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.
- 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:

- 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).
- Minimum of one (1) year of professional experience in the areas of budgeting, facility operation, fiscal management, personnel, and/or evidence-based prevention program planning.
- Certification in CPR and First-Aid training.

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

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