



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 almost 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 Specialist II (Full-time, Non-exempt)

Unit: Prevention Education
Updated: 05/27/2020

Reports To: Prevention Coordinator
Salary: \$19.23-21.15 hourly DOE, plus eligibility for BENEFITS

Positions Available: 3

Summary: Under the supervision of the Prevention Coordinator, the Prevention Specialist II is 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. This position will assist in conducting informational orientations, enrollment, recruiting key stakeholders, partners, youth and volunteers in the Metro LA community. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position, working 40 hours a week.

Duties / Responsibilities:

- **Community Engagement:**
 - Leading in conducting community readiness assessment through asset mapping, data collection and review, surveys and interviews.
 - Leading in building relationships with local schools, parent groups, youth groups and youth organizations.
 - Training and implementing alcohol and other drug prevention curriculum to local youth and parents at schools and community-based settings.
 - Developing leadership and organizing skills amongst a diverse group of youth, parents, educators and other community stakeholders by empowering them with effective and innovative community organizing techniques.
 - Mobilizing and working 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.
 - Communicating with a broad audience, including mainstream and ethnic-based media, parents, key community leaders, and local elected officials.
- **Contract Compliance:**
 - Complying with County contractual agreements.
 - Submitting billing reports and other reporting requirements as assigned.
 - Maintaining accurate files on organizing activities and evaluations.
- **Attend relevant meetings and trainings.**
- **Other related duties as assigned by the Prevention Coordinator AND/OR the Prevention Manager.**



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

- Bachelor's degree in Education, Psychology, Sociology, Public Health or other-related field from an accredited College or University.
- Minimum one-two(1-2) year(s) experience providing alcohol, tobacco, and other drug (ATOD)- related services. Education may be substituted for experience where coursework is directly related to ATOD or Public Health fields.
- **Bilingual capacity (English/Korean) AND/OR (English/Spanish).**
- 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.
- Strong commitment and competency to work with a multi-cultural community.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Self-directing and ability to work independently as required.
- Ability to organize and prepare documentation in a timely manner.
- Demonstrable working knowledge of the use and operation of personal computers.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- Proof of eligibility to work in the United States.
- 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, 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 evidence-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.
- Certification in CPR (Youth and Adult) and First Aid training.

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

SUBMIT AN APPLICATION