



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.

Assistant Tobacco Project Specialist (Temporary Pull-time, Non-exempt)

Unit: Prevention Education
Updated: 12/17/2020

Reports To: Prevention Coordinator
Salary: \$17.00 hourly

Positions Available: 1

Summary: Under the direction of the Prevention Education Coordinator, the Assistant Tobacco Project Specialist is responsible for tobacco prevention services on a day-to-day basis. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a temporary part-time, non-exempt position, working 20 hours a week. **This temporary position is expected to end 6/30/2021.**

Duties / Responsibilities:

- **Provide program assistance through facilitation and implementation:**
 - Assisting the Tobacco Project Coordinator and Tobacco Project Specialists with facilitating and implementing policy campaign activities.
 - Preparing required administrative reports, invoices, and documents.
 - Planning and implementing the policy campaign including, but not limited to: asset mapping, action plan development and implementation, and on-going evaluation for the targeted communities.
 - Activities will also include supporting in conducting key informant interviews, developing a Midwest Academy Strategy Chart, facilitating local coalitions in targeted communities, recruiting coalition members, mobilizing community, and providing public testimony.
 - Assisting in research and policy analysis on current impact of tobacco trends and policies.
 - Assisting in the development, coordination, implementation, and facilitation of evidence-based models to assist with the campaign.
 - Ensuring that activities are coordinated among unit staff and other agency efforts.
 - Assisting in establishing and facilitating a coalition of local community residents, leaders, business sectors, and other social service providers.
 - Establishing an ongoing working relationship with community-based organizations, schools, churches, parents, young adults, and youth.
 - Ensuring that strategies are culturally appropriate and ethical.
 - Providing organized administrative assistance countywide, as required.
 - 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.
 - Assisting with the development, negotiation, and management of contracts and grants.
- **Attend relevant meetings and trainings.**
- **Other related duties as assigned by the Prevention Education Coordinator (Tobacco Project Coordinator) AND/OR Prevention Education Manager.**



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

- Bachelor's degree from an accredited college or university in public health, public policy and/or social sciences **OR** one(1) year full-time experience in the fields of public health, public policy and/or community organizing/advocacy.
- **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).
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to observe and supervise children; 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 tobacco use prevention planning including community-based and environmental prevention efforts.
- Knowledge of evidence-based strategies and prevention concepts for addressing tobacco-related community problems and contributing factors.
- Knowledge and understanding of the Strategic Prevention Framework (SPF).
- Certification in CPR and First-Aid training.

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

[SUBMIT AN APPLICATION](#)