



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 (Full-time, Non-exempt)

Unit: Prevention Education
Updated: 03/18/2021

Reports To: Prevention Coordinator
Salary: \$16.83-20.19 hourly DOE, plus eligibility for BENEFITS

Positions Available: 2

Summary: Under the direction of the Prevention Education Coordinator, the Prevention Specialist is responsible for marijuana and 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 full-time, non-exempt position, working 40 hours a week.

Duties / Responsibilities:

- **Provide program facilitation and implementation by:**
 - Facilitating and implementing campaign activities that encompass all stages of organizing including, but not limited to: asset mapping, action plan development and implementation, and on-going evaluation for the targeted communities.
 - Activities will also include community education and enrichment activities, presentations, community events, facilitating a community council and volunteer program within the park, and mobilizing community support.
 - Preparing required administrative reports, invoices, and documents.
 - Assisting in research and policy analysis on the current impact of underage smoking and non-underage smoking in public places.
 - Assisting in the implementation and facilitation of Policy Adoption Model (PAM)-based tactics and tasks to assist with the campaign.
 - Ensuring that activities are coordinated among unit staff and other agency Prevention efforts.
 - Establishing an ongoing working relationship with community-based organizations, schools, parents, young adults, and youth.
 - Communicating and engaging with stakeholders, media and local elected officials for the campaign.
 - Disseminating campaign, agency, and tobacco cessation resources and information to outside agencies, partners, and the public.
 - Ensuring that strategies are culturally appropriate and ethical.
 - Supporting oversight of all contract compliance activities regarding relevant programs including, but not limited to: meeting contract objectives, documentation requirements, and coordinating evaluation activities.
 - 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.
 - Assisting with grant writing to develop new programs and to enhance existing programs.
- **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):

- A Bachelor's degree in Public Health, Public Policy, and/or social sciences from an accredited College or University **OR** two(2) years of full-time experience working 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).
- 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 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 (Youth and Adult) and First Aid training.

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

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