



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 over 45 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 (Tobacco Project Specialist) (Full-time, Non-exempt)

Unit: Prevention Education
Updated: 7/19/2022

Reports To: Prevention Education Coordinator
Salary: \$22.00-23.50 hourly DOE, plus eligibility for BENEFITS

Positions Available: 1

Summary: Under the direction of the Prevention Education Coordinator and Prevention Education Manager, the Prevention Education Specialist (Tobacco Project Specialist) is responsible for tobacco prevention services on a day-to-day basis. Primary tobacco work is to work with youth and young adults to help reduce-prevent tobacco-related harms by assisting community colleges with their smoke, tobacco and vape-free policy. 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 tobacco policy 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, but not limited to: conducting key informant interviews, strategic planning, working with youth and young adults, recruiting coalition members, mobilizing community, and providing public testimonies and educational presentations.
 - Providing oversight of Prevention Specialist Intern(s).
 - Conducting research and policy analysis on current impact of tobacco trends and policies.
 - Coordinating, implementing, and facilitating of evidence-based models to assist with the campaign.
 - Preparing 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, adults, young adults and youth.
 - Ensuring that strategies are culturally appropriate.
 - Ensuring that activities are coordinated among unit staff and other agency prevention efforts.
 - Supporting oversight of all contract compliance activities regarding relevant programs including, but not limited to: meeting contract objectives, documentation requirements, and coordinating evaluation activities.
 - Completing required administrative data entries, reports, and documents.
 - 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 Education Coordinator (Tobacco Project Coordinator) AND/OR Prevention Education Manager.**



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

- A Bachelor's degree from an accredited college or university in public health, public policy and/or social sciences **OR** two(2) years full-time experience in the fields of public health, public policy and/or community organizing/advocacy.
- 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:

- **Bilingual capacity (English/Korean) AND/OR (English/Spanish).**
- Knowledge of shared governance.
- 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.
- Certification in CPR and First-Aid training.

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

[SUBMIT AN APPLICATION](#)