



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.

Assistant Prevention Specialist (Assistant Project Specialist) (Part-time, Non-exempt)

Unit: Prevention Education
Updated: 8/2/2022

Reports To: Prevention Coordinator
Salary: \$20.00-22.00 hourly DOE

Positions Available: 1

Summary: Under the direction of the Prevention Education Coordinator, the Assistant Prevention 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 part-time, non-exempt position working 20 hours per week-typical schedule is 9:00 am to 6:00 pm with a one hour lunch, but can vary based on program and community needs. Some weekend shifts are required for this position. This position is expected to be in-person, but can be remote depending on program needs. Full COVID-19 vaccination may be required based on funder requirements.

Duties / Responsibilities:

- Assist in the coordination of, but not limited to: asset mapping, action plan development, implementation, and ongoing evaluation for the targeted communities in Council Districts 4, 9, 10, 12, and 15.
- Assist in researching and analyzing policies on current impact of tobacco use and related harms in multi-unit housing.
- Assist in the implementation of the Policy Adoption Model for the project.
- Provide program facilitation and implementation by:
 - Facilitating and implementing tobacco policy campaign activities that encompass all stages of organizing project(s).
 - Activities will also include conducting key informant interviews, developing a Midwest Academy Strategy Chart, recruiting stakeholders, mobilizing the community, and providing public testimony.
- Prepare required administrative reports, invoices, and documents.
- Assist in facilitation of a coalition of local community residents, leaders, business sectors, and other social service providers.
- Establish an ongoing working relationship with community-based organizations, schools, parents, young adults, and youth.
- Ensure that strategies are culturally appropriate.
- Support oversight of all contract compliance activities regarding relevant programs including, but not limited to: meeting contract objectives, documentation requirements, and coordinating evaluation activities.
- **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 Policy Adoption Model.
- Certification in CPR (Youth and Adult) and First Aid training.

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

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