



## EMPLOYMENT OPPORTUNITY

For over 46 years KYCC has been committed to meeting the needs of the multicultural Koreatown community. The Prevention Education Service unit was established to engage and empower our diverse immigrant community members towards a healthier and more equitable community. We educate, build capacity, and work alongside the community to address emerging issues. Our staff are visible, trusted, and most of all place cultural relevancy at the forefront of our work.

### Lead Prevention Specialist (PEP Coordinator) (Full-time, Non-Exempt)

**Unit:** Prevention Education  
**Updated:** 8/04/2022

**Reports to:** Prevention Education Coordinator  
**Salary:** \$52,000 - \$56,000 annually DOE, plus eligibility for BENEFITS

**Position Available:** 1

**Summary:** Under the direction of the Prevention Education Coordinator, the Lead Prevention Specialist is a management-level position that oversees the day-to-day operations of Prevention Education Program (PEP), a substance abuse prevention contract. The primary goal of this project is to engage youth, adults as well as community stakeholders to help reduce/prevent alcohol, cannabis, methamphetamine, and prescription drug use, misuse and abuse by using multifaceted evidence-based and innovative educational public health strategies. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Typical schedule is 9:00 AM – 6:00 PM and can vary based on program and community needs. Some weekend and evening shifts may be required for this position. This position is in-person and based on program needs, may be remote. Full COVID-19 vaccination is required.

#### **Duties / Responsibilities:**

- Provide direct oversight of the implementation of substance use education activities;
- Assist in planning, program evaluation and continuous quality improvement of contractual activities;
- Provide direct supervision, train, and conduct annual evaluations for Prevention Specialists;
- Establish and maintain an ongoing working relationship with representatives of the 12 community sectors, such as community-based organizations, schools, churches, parents, and youth for the SPA 4 Coalition to strategize and activate AOD prevention efforts in SPA 4.
- Collaborate with external AOD prevention providers and staff as well as internally in support of contract goals;
- Participate in the recruitment, hiring, and training of new staff;
- Ensure qualitative and quantitative data entries are submitted into PPSDS and Google Sheets on a monthly basis;
- Assist with and prepare draft reports of required contractual report(s) and provide progress updates to PE Coordinator for submission to SAPC liaison;
- Assist in budget modifications;
- Approve, make, and process purchases for PEP activities with approval from Prevention Education (PE) Coordinator using Papersave or other platforms, as directed;
- Assist in updating the budget discretionary tracking sheet;
- Ensure that strategies to meet contract deliverables are culturally appropriate;
- Participate in direct service activities, as needed;
- Attend relevant meetings, trainings and community events including SPA-4 Coalition;
- Assist in researching policies and emerging trends regarding impact of alcohol, cannabis, opioids, methamphetamine, and other drugs
- Other related duties as assigned by the Prevention Education Coordinator



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

- A Master degree from an accredited college or university in public health, public policy, and/or social sciences with at least 1 year experience in a related field or a Bachelor's degree from an accredited college or university in public health, public policy, and/or social sciences with a minimum of 2 years paid experience in related field.
- Experience in developing, providing, and/or evaluating community-based educational prevention programs/services.
- Experience engaging and/or organizing community members, businesses, and community leaders in the implementation/adoption of a community and/or population-based effort.
- Ability to implement evidence-based strategies and prevention concepts for addressing substance-related community problems and contributing factors.
- Ability to organize and prepare documentation in a timely manner.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Ability to interact with the public or other employees in a professional, respectful, and courteous manner, practice good public relations and display sound judgment and decision-making skills in stressful situations, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, comprehend and follow verbal and written instructions.
- Knowledge and/or experience working with children, youth, and families from various socio-economic and cultural backgrounds.
- Possess initiative, flexibility, and the ability to work under pressure and exercise independent judgement.
- 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 a personal automobile and proof of auto insurance.
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, 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 and other drugs prevention and control strategies including community-based and environmental strategies for addressing substance abuse related community problems and contributing factors.
- Experience in personnel management.
- Bilingual capacity (Spanish/English and/or Korean/English).
- Certification in CPR (Child and Adult) and First Aid training.

[SUBMIT AN APPLICATION](#)