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 the last 48 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Prevention Education- Tobacco Project Specialist (Full-time, Non-exempt)

Unit: Prevention Education
Reports To: Prevention Education Coordinator
Positions Available: 1
Updated: 08/01/2023
Salary: $22.00- 23.00 hourly DOE, plus eligibility for BENEFITS

Summary: Under the direction of the Prevention Education Coordinator (Tobacco Project Coordinator), the Prevention Specialist (Tobacco Project Specialist) is a direct service position responsible for tobacco prevention services on a day-to-day basis. Primary tobacco prevention work is to work with young adults to help reduce/ prevent tobacco- related harm by assisting community colleges with their smoke-, tobacco-, and vape- free policies.

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. The 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 is a hybrid position, and it is expected to be in-person twice per week. Full proof of COVID-19 vaccination is required.

Duties / Responsibilities:

- Work on a team to provide program facilitation for tobacco-free policy campaign activities.
  - Conduct research and policy analysis on current impact of tobacco trends and policies.
  - Coordinate, implement and facilitate evidence-based models for campaign.
  - Establish and maintain an ongoing working relationship with stakeholders and partners
  - Ensure that strategies are culturally appropriate.
  - Provide oversight of interns.

- Act as Coalition & Media Lead, Event & Outreach Lead, or Internship Lead for project.
  - Coalition & Media Lead:
    - Members & Meetings
      - Strategize, plan and develop materials for recruiting, maintaining, and assigning projects to coalition.
      - Plan and facilitate monthly coalition and pop-up committee meetings.
      - Empower coalition members to facilitate coalition meetings.
      - Conduct strategic planning sessions for coalition with partners and stakeholders.
      - Plan for coalition trainings and presentations on tobacco/nicotine, advocacy, and campaign tactics
    - Media & Materials
      - Lead the coalition in developing and posting social and paid media content (e.g. Instagram, newspapers, website, etc.)
      - Complete communication plan template with coalition annually.
      - Lead coalition in creating education materials (e.g. bookmarks, postcards)
      - Maintain website and update quarterly.
      - Assist coalition in development and submission of press releases and letters to the editor.
Advocacy Activities
- Assist coalition with identifying opportunities to conduct one-on-one meetings and key informant interviews with educational institution representative.
- Share educational packets with coalition for feedback and make plans for revising and distributing packets to decision makers.
- Create action plan for collecting petitions, public opinion surveys, and sample endorsement for smoke-free campuses.
- Guide coalition members in attending shared governance meetings at targeted college campuses to deliver public commentary.
- Assist coalition in developing and delivering policy presentations campus decision makers.

Event & Outreach Lead
- Events & Tabling:
  - Identify opportunities, plan for, and facilitate community forums, town halls, and summits.
  - Plan for and conduct annual “World No Tobacco Day” and/or “Great American Smoke Out” events and activities.
  - Coordinate annual art contest.
  - Identify opportunities to table at college campuses to educate community members, disseminate kits for quitting tobacco, and recruiting interns and coalition members.
- Trainings & Presentations:
  - Identify opportunities and plan for trainings and presentations for college campus on tobacco/nicotine, advocacy, and campaign tactics.
- Partnership Assistance:
  - Partner with college campus entities to conduct campus tobacco litter cleanup and campus observations.
  - Provide college campuses with technical assistance during adoption and implementation.
  - Modify tobacco-, smoke-, vape-free signage for college campuses.

Internship Lead
- Members & Meetings:
  - Lead the recruitment, position posting, application, onboarding and off-boarding of intern candidates.
  - Develop and update recruitment materials.
  - Plan and facilitate weekly intern committee meetings.
  - Empower interns to facilitate committee meetings.
  - Plan trainings and presentations for and by interns on tobacco/nicotine, advocacy, and campaign tactics.
- Media & Materials:
  - Lead intern committee in development of quarterly coalition newsletters.
  - Assist intern committee in development of educational materials on tobacco trends and industry.

- Participate in tobacco prevention field:
  - Attend and participate in periodic tobacco prevention meetings.
  - Log into and contribute to tobacco prevention online information platform.
  - Attend conferences and Information & Education Days.

- Ensure contract and audit compliance:
  - Meet contract objectives, documentation requirements, and evaluation needs.
  - Complete required administrative data entries, reports, and documents.
• Participate in broader Prevention Education Unit and agency.
  o Assist with grant writing to develop new programs and to enhance existing programs.
  o Assist with unit- wide and agency- wide events.
  o Attend relevant meetings and trainings.
• Be willing to perform other related duties as assigned by the Prevention Education Coordinator or Prevention Education Manager.

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):
• Bachelor’s degree in Public Health, Public Policy, Social Sciences or other-related field from an accredited College or University –OR– Two (2) years of 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.
• Ability to work collaboratively with others and a willingness to participate fully in a team process.
• 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.
• Ability to organize and prepare documentation in a timely manner.
• Continuous improvement mindset and application.
• Demonstrable working knowledge of the use and operation of personal computers.
• Must have access to reliable transportation.
• Proof of passing a TB test and fingerprinting clearance (Live Scan).
• Proof of Full COVID- 19 vaccination.
• 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:
• Bilingual capacity (English/ Korean or 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 (Youth and Adult) and First Aid training.

To apply, please submit a cover letter and resume.