



## 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 Specialist – Prevention Education Program (PEP) - (Full-time, Non-Exempt, Bilingual Spanish)

**Unit:** Prevention Education  
**Updated:** 09/18/2023

**Reports To:** Lead Prevention Specialist/AOD Coordinator  
**Salary:** \$22.00 - \$24.00 hourly DOE, plus eligibility for BENEFITS

**Positions Available:** 1

**Summary:** Under the direction of the AOD Prevention Coordinator and Lead Prevention Specialist, this is a direct service position responsible for planning, implementing and evaluating various projects for the substance use Prevention Education Program (PEP) on a day-to-day basis. The goal of the PEP program is to use multifaceted public health strategies to prevent and reduce substance use among youth.

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. Typical schedule is 9:00am to 6:00pm 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 hybrid. Full COVID-19 vaccination is required.

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

- Lead adult leadership prevention-efforts and coalition efforts by facilitating meetings, conducting outreach, and organizing special events.
- Conduct Botvins Life Skills Training for middle, high school students and or adults.
- Mobilize community support towards substance use prevention policy.
- Lead prescription drug misuse and abuse efforts through the Let's Make a Difference Campaign by conducting outreach and meeting with pharmacies.
- Recruit, implement and facilitate adult leadership groups including training and technical assistance.
- Establish an ongoing working relationship with community-based organizations, schools, parents, young adults, and youth.
- Develop print and media educational and promotional materials.
- Communicate and engage with stakeholders, media and local elected officials for the policy campaign.
- Ensure that strategies are culturally appropriate and ethical.
- Support the collection and coordination of evaluation activities with the AOD Prevention Coordinator and Lead Prevention Specialist.
- Support and prepare documentation including quarterly progress reports.
- Attend relevant meetings and trainings.
- **Other related duties as assigned by the Lead Prevention Specialist, Prevention Education Coordinator AND/OR Prevention Education Manager.**



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

- Bachelor's degree in Public Health, Public Policy and/or Social Sciences from an accredited College or University –OR- Two (2) years Full-time experience in the fields of Public Health, Public Policy and/or Community Organizing/ Advocacy.
- **Bilingual capacity in English/Spanish**
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- 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.
- Ability to organize and prepare documentation in a timely manner.
- Strong commitment to working with a multi-cultural community.
- 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.
- 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 document; 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 AOD use prevention planning including community-based and environmental prevention efforts.
- Knowledge of evidence-based strategies and prevention concepts for addressing AOD-related community problems and contributing factors.
- Knowledge and understanding of the Strategic Planning Framework
- Certification in CPR and First-Aid training.

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

[SUBMIT AN APPLICATION](#)