



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community and its surrounding neighborhoods. 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 49 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 – MacArthur Park Community Initiative (MPCI) and Koreatown, Pico Union, Westlake Rooted Youth Project (RYP) Bilingual Spanish (Full-time, Non-Exempt)

**Unit:** Prevention Education  
**Posting Date:** 01/11/2024

**Reports To:** Prevention Education Coordinator/Manager  
**Salary:** \$22.00 - \$24.00 hourly DOE, plus eligibility for benefits

**Positions Available:** 1

**Summary:** Under the direction of the Prevention Education Coordinator, this is a direct service position responsible for planning, implementing and evaluating various youth-oriented projects for the MacArthur Park Community Initiative (MPCI), and the Koreatown, Pico Union, Westlake Rooted Youth Project also known as Rooted Youth Project (RYP) on a day-to-day basis. MPCI focuses on building capacity among young people to find solutions to prevent and reduce cannabis and tobacco waste at MacArthur Park located in the Los Angeles Westlake community while also finding creative opportunities to create a safer space at the park. RYP works with high school students to increase their exposure and access to green space and to identify and create innovative and sustainable gardens in the community.

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 with an expectation of 20 hours for each project. Typical schedule is 8:30 am to 5:30 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 hybrid. Full COVID-19 vaccination is required and a valid CA driver's license.

### Duties/Responsibilities for MPCI:

- **Provide program facilitation and implementation by:**
  - Facilitating and implementing campaign activities that encompass all stages of organizing including Asset mapping, action plan development and implementation, and ongoing evaluation for the Westlake/MacArthur Park community.
    - Activities will also include community education and enrichment activities, presentations, community events, and mobilizing community support towards a smoke-free policy campaign.
  - Assisting in research and policy analysis on the current impact of secondhand smoke and tobacco and cannabis use among residents in public places such as parks.
  - Assisting in the recruitment, implementation, and facilitation of a youth coalition and a community advisory group.
  - Communicating and engaging with stakeholders, media and local elected officials for the policy campaign.
  - Disseminating campaign, agency, and tobacco and cannabis cessation resources and information to community organizations, partners, and the public.

### Duties/Responsibilities for RYP:

- **Provide program facilitation and implementation by:**
  - Leading in the recruitment, implementation, and facilitation of the Youth Environmental Specialists (YES) cohort and assigned activities.
  - Assisting in research and policy analysis on the current impact of green space on community well-being.
  - Booking cultural and nature field trips to community gardens, museums, etc. and chaperoning YES.
  - Coordinate transportation of YES participants with parents/guardians or accompany participants in public transportation.
  - Developing and conducting educational presentations on the benefits of green space, community gardens and other relevant topics for YES cohort and partners.



**Other Duties/Responsibilities for both Projects:**

- Establishing an ongoing working relationship with community-based organizations, schools, parents, young adults, and youth, and foster interagency collaborations
- Supporting and preparing documentation including progress reports
- Supporting the collection and coordination of evaluation activities with the Prevention Education Coordinator and Community Research Program Evaluator.
- Ensuring that strategies are culturally appropriate and ethical.
- Attend relevant meetings and trainings.

**Other related duties as assigned by the 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 tobacco and cannabis prevention
- Knowledge and understanding of impact of green space on community health
- Knowledge and understanding of the Youth Participatory Action Research Framework
- Certification in CPR and First-Aid training.

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

**SUBMIT AN APPLICATION**