



## 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 46 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 (Full time, Non-exempt)

**Unit:** Prevention Education  
**Updated:** 03/27/2024

**Reports To:** Prevention Education Manager  
**Salary Range:** \$22.00 - \$24.00/ hour 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 a youth- oriented project for the MacArthur Park Community Initiative (MPCI) 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. The Prevention Specialist position and works under the direction of the Prevention Education Manager. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year.

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 8:30 am to 5:30 pm with a one-hour lunch but can vary based on program and community needs. This position is hybrid and some weekend shifts are required. Full COVID-19 vaccination is required.

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

- Provide program facilitation and implementation of activities that encompass all stages of organizing including, but not limited to asset mapping, action plan development and implementation, and on-going evaluation for the MPCI contract.
  - Activities will community education and presentation delivery, social media management, coordination of enrichment activities, community events, and mobilizing community support towards hazardous waste prevention and reduction efforts at the park.
- Assist in research and policy analysis on the impact of tobacco and cannabis use and product waste on the environment and public health.
- Recruit, implement, and facilitate a youth coalition by providing direct educational curriculum delivery, youth prosocial and leadership activity development, and youth leadership skill building and training.
- Communicate and engage with stakeholders, media and local elected officials for the policy campaign.
- Establish an ongoing working relationship with members of MPCI's Community Advisory Board, including community-based organizations, schools, parents, young adults, and youth, and foster interagency collaborations
- Develop and or disseminate campaign, agency, and tobacco and cannabis prevention/programs information and resources to community organizations, partners, and the public
- Document the timely completion of contractual activities, including internal and external reports
- Support the collection and coordination of evaluation activities with the Prevention Education Coordinator and Community Research Program Evaluation Evaluator.
- Ensure that strategies are culturally appropriate and ethical.
- **Attending relevant meetings and trainings.**
- **Other related duties as assigned by the Prevention Education Manager.**



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

- A Bachelor's degree from an accredited college or university in public health, public policy and/or social sciences 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;
- 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;
- Strong commitment in working with a multicultural community.
- Proof of eligibility to live and work in the United States.
- Physical Requirements: 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; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- Knowledge and understanding of substance use prevention planning including community-based and environmental prevention efforts.
- Strong commitment in working with a multicultural community.
- Experience facilitating youth- driven campaigns or projects and/ or mentorship of youth.
- Minimum of one (1) year of professional experience in the areas of budgeting, facility operation, fiscal management, personnel, evidence-based prevention program planning;
- Certification in CPR and First-Aid training.

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

[SUBMIT AN APPLICATION](#)

