



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: 03/21/2024

Reports To: Prevention Education Manager
Salary Range: \$22.50 - \$25.00/ hour DOE, plus eligibility for BENEFITS (Specialist I)
\$25.00- \$27.00/ hour DOE, plus eligibility for BENEFITS (Specialist II)

Positions Available: 1
(Specialist I)
(Specialist II)

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 Community Collaboration Program (CCP) on a day-to-day basis. The goal of the CCP program is to use upstream public health strategies to prevent and reduce substance use among youth. The Prevention Specialist position 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 CCP contract
 - Activities will include creating and conducting community education and enrichment activities, presentations, community events.
- Participate and take an active role in the planning of implementing activities for Coalition for Prevention and Awareness in Los Angeles Metro (CoPALM);
- Conduct research and develop policy analysis on the current impact of substance use on quality of life.
- Mobilize community support towards substance use prevention policy and environmental campaigns.
- Support cannabis misuse and abuse efforts through Smoke Shop Assessment by conducting outreach and supporting efforts with other collective impact projects.
- Recruit, implement and facilitate the Mujeres Transformando La Comunidad community adult substance use prevention group and other adult groups as needed.
- Establish an ongoing working relationship with community-based organizations, schools, parents, young adults.
- Communicating and engaging with stakeholders, media and local elected officials for the policy campaign.
- Developing print and media educational and promotional materials.
- Ensuring that strategies are culturally appropriate and ethical.
- Supporting the collection and coordination of evaluation activities with the AOD Prevention Coordinator and Lead Prevention Specialist.
- Supporting and preparing documentation including quarterly progress reports.
- **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/ **Korean**.
- 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 AOD use prevention planning including community-based and environmental prevention efforts.
- Strong commitment in working with a multicultural community.
- 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.
- 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](#)