



## 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 towards a healthier and more equitable community. We educate, build capacity and work alongside the community 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 50 years, and if you are passionate about creating change within our community, one family at a time, we would like to meet you.

### Prevention Education Manager, Full-time, Exempt

**Unit:** Prevention Education  
**Updated:** 06/09/2025

**Reports To:** Assistant Director  
**Salary:** \$73,000 - \$85,000 yearly DOE, plus BENEFITS

**Positions Available:** 1

**Summary:** The Prevention Education (PE) Manager is a management-level position responsible for overseeing the operation of the Prevention Education unit, performing administrative, supervisory, and technical duties in assessing, planning, coordinating, and implementing a variety of programs and activities. This position provides direction and supervision to Prevention Education Coordinators and Prevention Specialists as well as assessing and evaluating program services provided by the unit. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a regular, full-time, and exempt position. The typical schedule for this position is Monday – Friday, 9:00 a.m. – 6:00 p.m. Some evening and weekend shifts are occasionally required. This role is primarily based on-site but some remote work may be possible, as practical.

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

- **Manage and monitor unit and programs by:**
  - Overseeing the overall assessment, capacity, planning, development, implementation, and evaluation of all Prevention Education programs.
  - Developing, negotiating, and managing contracts and grants with funding agencies including, but not limited to: the County, State, private foundations, and corporations.
  - Overseeing all contract compliance activities including meeting the contract objectives, documentation requirements, coordinating evaluation activities, and other performance related issues.
  - Monitoring program budgets to ensure satisfactory compliance with internal agency procedures and funder requirements.
  - Establishing and maintaining liaison with community organizations, funding sources, and government agencies.
  - Actively working with local, state, federal, and private sector representatives to develop resources and support for youth and family programs and services.
  - Researching best practices and enhancing program quality.
  - Initiating and writing grant proposals to develop new programs and to enhance existing programs.
  - Establishing and maintaining unit written policies and procedures.
  - Assisting in the development, coordination, implementation and facilitation of evidence-based models and curriculum to assist with prevention campaigns.
  - Establishing and actively participating in coalitions of local community residents, leaders, business sectors, and other social service providers.
  - Establishing an ongoing working relationship with community stakeholders such as parents and youth, schools, business owners, churches, etc.
  - Ensuring that prevention strategies and services are culturally appropriate.
- **Supervise the PE unit staff by:**
  - Overseeing recruitment, hiring, supervision, training, and technical assistance to unit staff.
  - Initiating, developing, and overseeing staff development.
  - Participating in annual staff evaluations.
- **Attend relevant meetings, trainings, events, and activities.**
- **Other related duties as assigned by the Assistant Director.**



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

- A bachelor's degree and a minimum of three (3) years of experience with prevention related services, preferably providing alcohol, tobacco, and other drug (ATOD) or public health prevention related services, in a focused community. Education may be substituted for experience where coursework is directly related to the ATOD or Public Health, Public Policy, or Social Welfare fields.
- A minimum of two (2) years of experience directing, supervising, and evaluating the work of others.
- A minimum of one (1) year experience in the areas of budgeting, fiscal management, personnel, contracts, and grant management.
- Experience developing, providing, and/or evaluating community-based environmental prevention programs/services
- Working knowledge of the Social Drivers/Determinants of Health framework
- Experience engaging and/or organizing community members, businesses, and community leaders in the implementation/adoption of a community and/or population-based effort.
- Ability to implement evidence-based strategies and prevention concepts for addressing alcohol-related community problems and contributing factors.
- Ability to organize and prepare documentation in a timely manner.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Ability to interact with the public or other employees in a professional, respectful, and courteous manner, practice good public relations and display sound judgment and decision-making skills in stressful situations, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, comprehend and follow verbal and written instructions.
- Knowledge and/or experience working with children, youth, and families from various socio-economic and cultural backgrounds.
- Experience in advocacy and policy work.
- Possess initiative, flexibility, and the ability to work under pressure and exercise independent judgement.
- A valid Class C California Driver's License, access to personal automobile, and proof of auto insurance.
- Physical requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, 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; and ability to lift up 40 lbs.

**Desired Qualifications:**

- Bilingual capacity (English/Spanish) and/or (English/Korean).
- A master's degree in public health or social science.
- Certification in CPR (Child & Adult) and First Aid training.

**NOTE:** The selected candidate will be required to complete a Livescan (fingerprint process), background check, and TB test after a conditional offer of employment has been extended.

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

**SUBMIT AN APPLICATION**