



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 Specialist (Bilingual Korean), Full-time, Non-exempt

Unit: Prevention Education

Reports To: Prevention Education Coordinator

Positions Available: 1

Updated: 08/07/2026

Salary: \$23.00 - \$25.00 hourly DOE, plus BENEFITS

Summary: The Prevention Specialist is responsible for the day-to-day planning, implementation, and evaluation of projects under the Substance Use Prevention Community Collaboration Program (CCP). The CCP uses upstream public health strategies to prevent and reduce substance use among youth in Service Planning Area 4. Key responsibilities include implementing work plan activities, conducting community outreach and education related to substance use prevention, and preparing program reports and other required documentation. This is a regular, full-time position, working 40 hours per week.

The typical schedule is Monday – Friday, 9:00 AM – 6:00 PM and can vary based on program and community needs. Some weekend and evening shifts may be required. In-person position; hybrid work may be allowed depending on program needs.

Duties / Responsibilities:

- **Program Implementation, Community Engagement, and Coalition Participation:**
 - 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 and facilitating community education and enrichment activities, presentations, and community events.
 - Establish an ongoing working relationship with community-based organizations, schools, parents, young adults, and youth.
 - Mobilize community support towards substance use prevention policy and environmental campaigns.
 - Participate and take an active role in the Coalition for Prevention and Awareness in Los Angeles Metro (CoPALM).
 - Participate and take an active role in the County Coalitions such as Rethinking Access to Marijuana (RAM), Safe Med LA CEAT Meetings and other workgroups.
- **Substance Use Prevention, Policy Advocacy, and Public Outreach:**
 - Lead prescription drug misuse efforts through the Let's Make a Difference Project and provide support to the alcohol and cannabis misuse and abuse efforts through the Alcohol Delivery Project and the Smoke Shop Assessments by conducting outreach and meeting with local businesses.
 - Establish an ongoing working relationship with community-based organizations, schools, parents, young adults, and youth.
 - Conduct research and develop policy analysis on the current impact of substance use on quality of life.
 - Communicate and engage with stakeholders, media and local elected officials for the policy campaign.
 - Ensure that strategies are culturally and linguistically appropriate and ethical.
 - Develop print and media educational and promotional materials.



- **Evaluation and Reporting:**
 - Support the collection and coordination of evaluation activities.
 - Support and prepare documentation including quarterly progress reports.
- **Attend relevant meetings and professional development trainings/workshops.**
- **Other duties assigned by the Prevention Education Coordinator AND/OR Prevention Education Manager.**

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

- Bachelor's degree from an accredited college or university in public health, public policy, social sciences, or a related field; OR three (3) years of full-time professional experience in public health, public policy, social services, community outreach, or a related field in lieu of the required degree.
- **Bilingual capacity in English/Korean.**
- Minimum of one (1) year of evidence-based prevention or related program planning.
- 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.
- 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: 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:

- Knowledge and understanding of substance use prevention planning, implementation and evaluation of community-based and environmental prevention efforts.
- Knowledge of evidenced-based strategies and prevention concepts for addressing substance use related community problems and contributing factors.
- Knowledge and understanding of the Strategic Planning Framework.

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