



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 more than 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Community Education Specialist (Full-time, Non-exempt)

Unit: Prevention Services
Posting Date: 06/24/16

Reports To: Prevention Coordinator
Salary: \$32,000 - 35,000 annually DOE, plus BENEFITS

Positions Available: 1

Summary: Under the supervision of the Prevention Coordinator, the Community Education Specialist shall be responsible for conducting curriculum, building relationships with and mobilizing local stakeholders, assessing community readiness, and conducting outreach, The Community Education Specialist shall also assist in conducting informational orientations, enrollment, recruiting key stakeholders, partners, youth and volunteers in the Metro LA 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 scheduled to begin in August, 2016.

Duties / Responsibilities:

- **Community engagement and school-based education:**
 - Conduct evidence-based, alcohol and other drug prevention (ATOD) curriculum primarily to youth, and also to adults as needed;
 - Assist in building relationships with local schools, parent groups, youth groups and youth organizations;
 - Mobilize and work collaboratively with local key stakeholders, such as residents, leaders, businesses, schools, churches, parents, youth and other community-based agencies to develop detailed, outcomes-driven plans for each campaign;
 - Assist in conducting community readiness assessment through asset mapping, data collection and review, surveys and interviews;
 - Develop leadership and organizing skills amongst a diverse group of youth, parents, educators and other community stakeholders; and
 - Communicate with a broad audience, including mainstream and ethnic-based media, parents, key community leaders, and local elected officials.
- **Contract compliance:**
 - Comply with County contractual agreements;
 - Submit billing reports and other reporting requirements as assigned; and
 - Maintain accurate files on organizing activities and evaluations.
- **Attend relevant meetings, trainings and community events; and**
- **Other duties as assigned by the Supervisor.**

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

- Bachelor's degree in Education, Sociology, Public Health or other-related field from an accredited College or University;
- Minimum one (1) year experience providing alcohol, tobacco, and other drug (ATOD)-related services; education may be substituted for experience where coursework is directly related to the ATOD or Public Health fields;
- Experience in teaching youth from various socio-economic and cultural backgrounds in a classroom setting;



Minimum Requirements continued:

- Ability to work collaboratively with others and a willingness to participate fully in a team process;
- Ability to organize and prepare documentation in a timely manner;
- 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;
- Strong commitment and competency to work 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; and
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing 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 of effective and innovative community organizing techniques;
- Knowledge and understanding of alcohol use prevention planning including community-based and environmental prevention efforts;
- Knowledge of evidenced-based strategies and prevention concepts for addressing ATOD-related community problems and contributing factors;
- Knowledge and understanding of the Strategic Prevention Framework (SPF);
- Experience with planning, implementing and evaluating prevention service activities;
- Bilingual capacity (Spanish/English); and
- Certification in CPR and First-Aid training.

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