



## EMPLOYMENT OPPORTUNITY

**Position:** Data Specialist (Full-time, Non-exempt)    **Division:** Children & Family Services    **Date:** 10/28/13  
**Reports To:** Youth Services Manager    **Salary:** \$29,000-31,000 annually DOE, with Benefits    **Positions:** 1

**Summary:** Under the direction of the Youth Services Manager, the Data Specialist is an administrative position responsible for data collection, management and analysis; County reporting, billing and quality assurance; and systems management to support the program contracts. This position will provide administrative support for campaigns related to the prevention of underage drinking and youth marijuana use in Koreatown, Pico-Union, Westlake and Metro Los Angeles (SPA 4), including serving as a liaison with the County, program developers, evaluators, and Coalition members from the 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.

### Duties / Responsibilities:

- **Plan, develop, implement and report activities by:**
  - Developing and maintaining systems for data collection, reporting and billing;
  - Transcribing tapes and handwritten notes;
  - Providing logistic support of activities/events for targeted communities;
  - Creating measurement of assessment and tracking results to gauge outcomes, performance and program impact;
  - Assisting in the development, coordination, implementation and facilitation of evidence-based models and curriculum with campaigns;
  - Assisting in conducting community readiness assessment through asset mapping, data collection and review, surveys and interviews;
  - Supporting research and policy analysis on current impact of underage drinking and youth marijuana use in Koreatown, Pico-Union, Westlake and Metro Los Angeles (SPA 4);
  - Producing written, tabular and visual materials for research reports and presentations;
  - Creating and maintaining a schedule of meetings, trainings, and press conferences; and
  - Preparing meeting agendas and recording of meeting minutes.
- **Attend relevant meetings, trainings community events:**
  - Attend regular staff meetings, coalition meetings, quarterly agency-wide meetings/trainings, professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the Youth Services Manager.
- **Other related duties as assigned by the Youth Services Manager.**

### Minimum Requirements / Qualifications:

- A high school diploma AND experience in administration and data management;
- Minimum one (1) year previous office and computer database experience;
- Strong working knowledge of the use and operation of personal computers, and familiarity with Internet research and electronic communications;
- 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;
- Competency and commitment to working with a multi-cultural community;
- Ability to train program staff on required contract services, reporting and data entry;
- Proof of passing a TB test and fingerprinting clearance (Live Scan);
- Proof of eligibility to work in the United States; and
- Physical requirements: seeing to inspect documents; 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:**

- A Bachelor's degree in Education, Psychology, Sociology or other-related field from an accredited College or University
- Knowledge and/or experience with substance abuse prevention, community organizing and/or policy/advocacy;
- Bilingual capacity (Spanish/English and/or Korean/English);
- A valid Class C California Driver License, access to personal vehicle and proof of auto insurance; and
- Certification in CPR and First-Aid training

**Application Instructions:**

**Send Resume AND Cover Letter in PDF or DOC format to**

Koreatown Youth & Community Center

ATTN: Ashley Kim, Personnel Officer

3727 West 6th Street, Suite 300

Los Angeles, CA 90020

FAX: 213-927-0017

E-mail: Personnel@kyccla.org

**\*\* Links to documents will not be opened.**

**\*\* Specify the position for which you are applying.**

**\*\* No phone calls or visits, please.**