



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.

Lead Youth Organizer (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 Education Manager, the Lead Youth Organizer shall be responsible for recruiting for, developing, and maintaining a youth (ages 11-18) leadership program around the issue of substance use. The Lead Youth Organizer shall also lead assess community readiness, facilitating workshops, conducting outreach, providing strategic direction, and developing and maintaining a networks of individuals and organizations necessary for the success of the project. The Lead Youth Organizer shall assist in conducting informational orientations, enrollment, recruiting key stakeholders, partners, youth and volunteers in the Service Planning Area (SPA) 4-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.

Duties / Responsibilities:

- **Youth engagement:**
 - Develop and implement a social justice focused youth development/empowerment based curriculum to middle school and/or high school aged youth;
 - Work with youth in conducting community readiness assessments through asset mapping, data collection and review, surveys and interviews;
 - Recruit, assess, and enroll at-risk youth that focuses on solving prescription and other drug issues in their community, while tracking attendance of all participants;
 - Develop relationships with the local LAUSD middle/high schools for recruitment and project implementation;
 - 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;
 - Communicate with a broad audience, including mainstream and ethnic-based media, parents, key community leaders, and local elected officials;
 - Facilitate community coalition meetings of local stakeholders in SPA4-Metro LA to address project goals and objectives; and
 - Stay informed on new trends, ideas and issues in substance use, community organizing, and youth development.
- **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 running a youth program to serve population that was impacted by substance use, violence, low-grades, and other risk factors;
- Experience in working with youth and families from various socio-economic and cultural backgrounds;
- 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:

- Bilingual capacity (Spanish/English);
- Knowledge and understanding of alcohol use prevention planning including community-based and environmental prevention efforts;
- Knowledge and understanding of the Strategic Prevention Framework (SPF);
- Ability to plan, implement and evaluate prevention service activities;
- Knowledge of evidenced-based strategies and prevention concepts for addressing ATOD-related community problems and contributing factors;
- Experience in engaging and mobilizing community members around prevention efforts;
- Knowledge of CalOMS; and
- Certification in CPR and First-Aid training.

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