



KOREAN AMERICAN FAMILY SERVICES • 한인 가정 상담소

BILINGUAL SUBSTANCE USE PREVENTION PROGRAM COORDINATOR

JOB DESCRIPTION: Korean American Family Services (KFAM) is a non-profit organization specializing in family violence, mental health, and social services. KFAM is seeking a full-time Bilingual (Asian Pacific Islander language) Program Coordinator for Department of Public Health Substance Use Prevention Services for Prevention Education Program. The purpose of this program is to educate the API community decrease alcohol use among API youth. This individual will work under the supervision of Program Manager, assist in developing and coordinating outreach materials and events. Position requires driving, some evening and weekend hours.

JOB DUTIES & RESPONSIBILITIES:

- Work closely with Program Manager to ensure all project outcomes and deadlines are met
- Assist in coordinating meetings with key community members including, but not limited to API youth, parents, educators, and alcohol retailers
- Assist in developing and providing educational outreach at churches, community groups and other venues
- Assist in coordinating speakers, venues, written materials for educational outreach
- Assist in developing and disseminating educational materials on KFAM's social media and with API media outlets
- Other special projects or duties, as assigned

QUALIFICATIONS:

- Bilingual Chinese, Korean, or Tagalog highly preferred
- Previous experience working with API community or non-profit a plus
- Computer proficiency, including Microsoft Office, Powerpoint, Excel, and Canva a plus
- Must have strong organizational skills, be good at multi-tasking, and detail oriented
- Must have strong interpersonal and communication skills—good at working with people
- Must have driver's license and valid car insurance

BENEFITS: Salary depending upon experience. Includes generous benefits including full medical, dental, and retirement plans.

CONTACT: Please email your RESUME AND COVER LETTER *in English* to Katherine Yeom at kyeom@kfamla.org *No phone calls please.*

KFAM is an Equal Opportunity Employer