



BILINGUAL SUBSTANCE USE PREVENTION PROGRAM MANAGER

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 Manager 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 is responsible for planning and executing program, supervising Program Coordinator, coordinating outreach events, and working with other KFAM staff for program needs. Position requires driving, some evening and weekend hours.

JOB DUTIES & RESPONSIBILITIES:

1. Program Management
 - Oversee the development of community engagement, planning and implementation
 - Prepare Administrative reports, invoices, and other required documents
 - Supervise and work closely with Program Coordinator to ensure all project outcomes and deadlines are met
 - Work closely with KFAM staff to meet the program needs
 - Hire and work with outside consultant, evaluators, interpreters or translators, graphic designers and etc.
2. Community Outreach
 - Facilitate meetings with key community members including, but not limited to API youth, parents, educators, and alcohol retailers
 - Develop and provide educational outreach at churches, community groups and other venues
 - Coordinates speakers, venues, written materials for educational outreach
 - Develop and disseminate educational materials on KFAM's social media and with API media outlets
 - Represents KFAM at various community meetings, coalitions and events
 - 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
- Previous experience in public health field or social sciences a plus
- Must be self-starter, highly driven, and able to work independently
- 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.