



Employment Opportunity
Announcement
Full Time Position

3/1/2017

Title: Community Organizer

Start Date: As Soon As Possible

Department(s): To support, coordinate, implement and recruit for The Wall Las Memorias Project *Substance Abuse Prevention and Risk Reduction* programs in the cities of East Los Angeles, Huntington Park, Bell Gardens, South Gate, Bell and other communities.

Office Location: 5619 Monte Vista St. Los Angeles, CA. 90042

Hours: Full-Time (40 hours a week) M-F 9am-6pm (some nights and weekends will be required)

Salary: \$32,000-\$34,000 annual (depending on experience and expertise)

Benefits: Medical, Dental and Vision insurance in accordance with the Affordable Care Act, two weeks paid vacation, and 10 paid sick days after one year of employment. 11 paid holidays. Life insurance and retirement benefits are available.

Opportunity: To work for highly acclaimed organization which constructed the nation's only publicly funded AIDS monument and utilizes a community based organizing model to address social justice issues and providing health education and wellness prevention programs such as substance abuse, HIV/AIDS, Hepatitis C, and mental health.

Mission: The Wall-Las Memorias Project is a community health and wellness organization dedicated to serving Latino, LGBTQ and other underserved populations through advocacy, education and building the next generation of leadership.

Description: Reports to the Program Manager and Program Director. Assist in the implementation of Alcohol and Other Drug (AOD) prevention, risk reduction interventions and programs. Responsible for oversight of daily operations including implementation of approved Alcohol, Marijuana and Prescription Opioids Work Plans and objectives; ensuring compliance; responsible for completing and maintaining monthly programs reports and recordkeeping; and maintaining compliance with data entry. Develop and evaluate community-based environmental prevention programs/services; conduct activities that align with the Strategic Prevention Framework (SPF) Steps: Assessment, Capacity, Planning, Implementation, Advocacy, and Evaluation; Engage and organize community members, businesses, and community; implement evidence-based strategies and prevention concepts for addressing alcohol and other drugs related community problems and contributing factors.

Objective Goals and Service/Activities (but not limited to): Outreach and recruitment to men, women, young adults, and, youth individuals; recruit individuals for to the agency and program activities; outreach to churches; assists in developing an outreach plan; conduct workshops and trainings; assist in the development of public policy; translation of documents to Spanish; assist in development and distribution of a social media campaign. Assist and organize in agency yearly events and develop tailored marketing material.

Identify, enlist, and train youth and young adults to prevent alcohol, marijuana, and prescription drug abuse. Identify, outreach and visit retail outlets, create and conduct surveys, facilitate AOD abuse prevention workshops,



presentations and provide referrals as possible. Cultivate positive relationships with other agencies, law enforcement, parents, elected officials, retail outlets (businesses) and communities of faith for the purpose of raising awareness in the community about TWLMP mission and to build collaborative service networks. Responsible for any other assignments provided by the Programs Manager and Programs Director.

Minimum Qualifications:

- Associate degree or equivalent in social welfare, public health or related field.
- One (1) year experience providing alcohol, tobacco, and other drug (ATOD) prevention services prior to employment
- A minimum of two (2) years of experience in non-profit setting or prevention work
- Excellent organizational, verbal, written and public speaking skills
- Knowledge of LGBT (Lesbian, Gay Bisexual & Transgender) issues affecting the community
- Must be knowledgeable of the East Los Angeles, Huntington Park, Bell Gardens, South Gate and Bell communities
- Good understanding of the wellness and healthcare needs of people of color
- Ability to work well with diverse populations and stakeholders
- Knowledgeable in developing, providing, and/or evaluating community-based environmental prevention programs/services
- Knowledgeable in conducting activities that align with the Strategic Prevention Framework (SPF) Steps: Assessment, Capacity, Planning, Implementation, and Evaluation
- Knowledgeable in engaging and/or organizing community members, businesses, and community leaders in the implementation/adoption of a community and/or population based effort
- Ability to implement evidence-based strategies and prevention concepts for addressing alcohol related community problems and contributing factors
- Competency to work with the various ethnic/cultural groups in the target area/community.
- Bilingual in Spanish and English

Requirements:

- Possession of a California driver's license
- Possession of automobile liability insurance
- Must have transportation
- Must submit one (1) writing sample

Please submit resume to:

HR Recruitment
The Wall-Las Memorias Project
5619 Monte Vista St.
Los Angeles, CA. 90042

Phone: 323-257-1056

Fax: 323-257-1095

E-mail: info@twlmp.org

The Wall-Las Memorias Project is an Equal Opportunity Employer.