



Job Description

Job Title:	Community Organizer II - Lead (CCP)	Exempt / Non-Exempt:	Non-Exempt
Unit:	Prevention	Benefits:	Full Benefits Package
Location:	13931 Van Ness Ave, Gardena, CA 90249	Travel Required:	Yes, CA Drivers License / Personal Vehicle Insurance
Hourly Rate Range:	\$22.10 to \$25.00	Position Type:	Full-Time
Date Posted:	TBD	Posting Expires:	Once Filled

External Posting URL:	www.indeed.com , www.handshake.com
Internal Posting URL:	www.aadapinc.org

Applications Accepted By:

Fax or Email: FAX: 323.295.4075 Email: hr@aadapinc.org Subject Line: Job Application	Mail: ATTN: Jennifer Nishimura, HR AADAP, Corporate Office 2900 Crenshaw Blvd. Los Angeles, CA 90016
---	---

Job Description

Role and Responsibilities

The Community Organizer (CO) II (CCP) serves as the lead in drug prevention-related policy advocacy for the Prevention Unit CIP Team. CO II mobilizes the assigned geographic community to impact change around youth and community ATOD – alcohol, tobacco, marijuana, prescription drugs, and other drug access and use issues through environmental policy advocacy and social change campaigns. The Community Organizer II monitors and implements a policy-based strategic plan, and is under the direct supervision of the Prevention CIP Coordinator.

TARGET AREA ORGANIZING (70%):

- Monitors and guides AOD advocacy campaign direction, and coordinates organizing skills training to organizers and community coalitions in SPA 8;
- Conducts comprehensive community assessments of the assigned target areas in SPA 8, South Bay region;
- Recruit, train, and mobilizes youth and adult volunteer base through community-based ATOD prevention issue and policy campaigns;
- Conducts policy development and education, and advocacy skills-building efforts in select cities in partnership with Community Organizers;;
- Mobilizes community stakeholders and residents around alcohol, tobacco, and other drugs (ATOD) prevention policy actions;
- Cultivates relationships with City, County, and State decision-makers and their staff on key issues to raise awareness and understanding;
- Implements an SPF strategic action plan involving youth and adult volunteer base;

- Develops and provides ATOD issue-based presentations on campaign efforts to target communities;
- Provide recommendations to contract plans according to the emerging community needs, issues, and problems related to policy advocacy;
- Coordinates broad ATOD policy and advocacy support in regional and statewide efforts as determined;
- This is a field-based position and requires the ability to utilize a personal vehicle to transport campaign supplies, and equipment to and from community sites.

COUNTY-WIDE ORGANIZING (15%):

- Conduct advocacy around local, state, and federal policy decisions.
- Provide technical assistance to other organizing bodies as assigned.
- Participate in County based Roundtable and other coalition-based meetings.

ADMINISTRATIVE (10%):

- Comply with City, County, State, and Federal contractual agreements.
- Submit billing reports and other reporting requirements as assigned.
- Maintain accurate files on organizing activities and evaluations.

UNIT AND AGENCY (5%):

- Attend Unit and Agency sponsored meetings and functions.
- Represent AADAP at local, state, and federal forums, conferences, and other activities.
- Perform other duties as assigned.

Preferred Skills

- Bilingual or bicultural capabilities with Los Angeles County threshold languages: Arabic, Armenian, Cantonese, Farsi, Urdu, Khmer (Cambodian), Korean, Mandarin, Russian, Spanish, Tagalog, Vietnamese, and other Chinese languages.
- Fluent in Spanish (verbal and written)
- Knowledge of substance abuse (particularly alcohol, tobacco, marijuana, and prescription drugs) and related issues
- Knowledge and understanding of the South Bay region, SPA 8
- Experience with basic research and evaluation methodologies

General Requirements and Knowledge, Skills, and Abilities (KSA's):

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Valid California Driver's License and personal vehicle insurance
- Must have three (3) years of recovery or drug-free lifestyle as of the date of the application.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent in age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.

Physical Requirements:

Moderate Duty

This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting reaching, working on irregular surfaces, occasional lifting of objects over 25 pounds, and frequent lifting of 10-25 pounds. Ascending and descending ladders and staircases will be more frequent. An example is this position frequently will be moving and organizing agency supplies to outreach sites.

AADAP, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND ADHERES TO HIRING PRACTICES IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS



Reviewed By:	Jeanne Shimatsu, Prevention Director	Date:	06/04/24
Approved By:	Jennifer Nishimura, HR / CCO	Date:	
Last Updated By:		Date:	
Employee Acknowledgement:		Date:	