

***Open Position:*** Prevention Specialist (20-40 hrs/wk) – Los Angeles County, West Side

The Institute for Public Strategies (IPS) is seeking a Prevention Specialist who will be responsible for working with communities to foster a shift in community attitudes and behavior that will lead to reductions in alcohol abuse and marijuana use among youth and young adults in Santa Monica and Venice. IPS' LA County offices are located in Culver City.

***Position Summary***

The Prevention Specialist will report to the Project Director and be responsible for mobilizing key stakeholders to participate in project activities such as data collection, community outreach, media advocacy, policy advocacy and evaluation efforts. This position will help develop and implement a strategic plan for the project that involves intentional engagement and cultivation of key stakeholders (including law enforcement, educators, community leaders, grassroots community members and young adults), and community capacity building through trainings, community events, presentations, etc.

***Candidate Profile***

A successful candidate will be able to recognize how community characteristics that contribute to or promote binge and underage drinking and drinking and driving; the ability to help develop and implement strategic plans; excellent public speaking and interpersonal skills; the ability to write well and use Word and PowerPoint computer programs; a very flexible work style; and the ability to manage multiple large and small tasks simultaneously.

***Essential Functions***

1. Help develop, implement and evaluate strategic plans to further alcohol, and other drug prevention goals;
2. Function as part of a cohesive project team;
3. Collaborate, create, and cultivate partnerships with community groups as well as formal and informal community leaders to create/support alcohol and prevention campaign;
4. Conduct presentations on alcohol and other drug prevention issues to community groups, elected officials, etc;
5. Facilitate community meetings and conduct community trainings and/or forums that focus on communitywide prevention solutions to alcohol and other drug problems; and
6. Coordinate, track, document and report on project activities and outcomes.

**Note: Position does not involve providing one-to-one counseling services**

***Minimum Job Qualifications and Experience:***

1. Two years of experience implementing public health campaigns or other relevant experience;
2. Proven ability to think strategically and conceptually about project outcomes and goals as well as follow through on tactical plans and actions;
3. Ability to establish solid working relationships with culturally diverse communities possessing a wide variety of community attitudes and standards for behavior;
4. Excellent public speaking skills and experience;

5. Excellent verbal and written communication skills;
6. Excellent computer skills and knowledge including word processing and PowerPoint;
7. Ability to work well under pressure in a fast-paced environment;
8. Ability to perform multiple tasks simultaneously;
9. Ability to work independently; and
10. Willingness to work periodic weekends and/or evenings and to travel.

***Preferred Qualifications and Experience:***

1. Bachelor's Degree or higher;
2. Experience in developing and implementing strategic plans;
3. Experience working with news outlets/reporters;
4. Advocacy experience;
5. Experience in data analysis and/or evaluation; and
6. Grant writing experience.

Must have valid California Driver's License and own a reliable vehicle to use during work.

No relocation assistance available.

This is a 20-40 hour per week position with health coverage and other generous benefits.

See website: [www.publicstrategies.org](http://www.publicstrategies.org) for descriptions of current and past projects.

***To Apply:***

Email cover letter, resume, and minimum salary requirements to [preventionspecialist@publicstrategies.org](mailto:preventionspecialist@publicstrategies.org)

*Position will require FBI background check/fingerprinting and drug testing.*

*In accordance with ADA guidelines, reasonable accommodations will be made for individuals with disabilities that are otherwise qualified and able to perform the functions of this position.*

*The Institute for Public Strategies is an Equal Opportunity Employer and is committed to fostering diversity within its staff.*