

Position: Program Manager: San Bernardino County - East Valley Project  
Report to: Vice President of Programs  
Salary: Hourly range of \$24.04 to \$28.85  
Status: Full time, non-exempt  
Probation: 90 day  
Benefits: Generous benefits package including medical, dental, vision, 403B retirement plan, paid holidays, etc.

**The mission of the Institute for Public Strategies (IPS) is to work alongside communities to build power, challenge systems of inequity, protect health and improve quality of life.**

*IPS is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.*

The Institute for Public Strategies (IPS) is seeking a **Program Manager** for a program that focuses on preventing substance use disorders and related harms using equity centric community-level strategies that focus on the social determinants of health. This position requires a creative problem solver who can manage the details without losing sight of the big picture. The candidate must work well as part of a diverse team with varying ideas and work styles. This position is based out of San Bernardino and serves the communities of Highland, Yucaipa and Redlands.

#### **ESSENTIAL FUNCTIONS:**

1. Supervise a team, including a full-time Community Organizer and a part-time Prevention Specialist engaged in strategically integrated prevention activities, including research, data collection and analysis, high school and college-age youth engagement, coalition building and community organizing and capacity building.
2. Collaborate with county agencies, service providers, community leaders, elected officials, law enforcement partners and other key stakeholders to empower residents in developing and implementing equitable policies that prevent substance use/misuse by advancing public health, safety, and social justice, especially in underserved neighborhoods.
3. Collaborate with the VP of Programs to advance policy through the successful placement of news stories and media events with local reporters and also supervise the use of social media to support youth and community engagement
4. Track, document and report on project deliverables at three monthly workgroups facilitated by the San Bernardino County of Department of Behavioral Health and produce progress reports.
5. Co-facilitate the Applied Data and Research Workgroup
6. Other duties as assigned

#### **JOB QUALIFICATIONS AND EXPERIENCE:**

1. Experience in one or more of the following areas: population-level alcohol, tobacco and other drug prevention strategies, addressing the social determinants of health at a community level, public health, public policy, public affairs, land use and planning, strategic planning
2. Capacity to frame policy as an effective strategy for addressing community problems and present information in clear and direct ways
3. Experience organizing and facilitating meetings
4. Ability to establish culturally sensitive working relationships with diverse populations in underserved communities
5. Willing and able to work periodic weekends and/or evenings, as well as travel
6. Excellent organizational, written and verbal communication skills; attention to detail
7. Excellent computer skills and knowledge, including word processing, PowerPoint, desktop publishing software
8. Social Media Skills: Posting and analytics especially with youth-oriented formats

#### **PREFERRED QUALIFICATIONS:**

1. Bilingual capacity
2. Resident of Highland, Yucaipa or Redlands
3. Familiarity with the social determinants of health
4. Ability to use Canva

This job description describes the general nature and level of work of this position. This is not a complete list of all responsibilities, duties and skills required. All IPS employees are required to perform duties outside of their normal responsibilities.

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

Position will require FBI background check/fingerprinting and drug testing. However, **lived experience should not deter anyone from applying.**

To apply, please send cover letter and resume to [programmanager@publicstrategies.org](mailto:programmanager@publicstrategies.org) in a single PDF.