

Position: Program Manager: Community Collaboration Program, Los Angeles County  
Report to: Regional Director, Los Angeles County  
Salary: Hourly range of \$26.44 to \$31.25 DOE  
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 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 prevention initiative to reduce substance use 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 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 Culver City, CA and serves communities within the Westside of Los Angeles (Venice, Santa Monica, Westwood, and Culver City).

#### **ESSENTIAL FUNCTIONS:**

1. Develop and provide environmental prevention programs/services on the Westside of Los Angeles
2. Conduct activities that align with the Spectrum of Prevention and Strategic Prevention Framework (SPF)
3. Lead and organize community members, schools, businesses, and other stakeholders in the implementation/adoption of a community and/or population-based effort.
4. Implement evidence-based strategies and prevention concepts to address substance use-related community problems and contributing factors
5. Manage day-to-day prevention activities to support the program, including data collection/analysis, community engagement, coalition building, policy advocacy, and capacity building
6. Lead advocacy efforts with LA-area legislators and staff
7. 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, public safety, and social justice, especially in underserved neighborhoods
8. Collaborate with the Regional Director to advance policy through the successful placement of news stories and media events with local reporters; supervise the use of social media to support project objectives
9. Track, document and report on project deliverables
10. Serve as liaison with County funders
11. Other duties as assigned

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

1. Three to five years of 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/affairs; advocacy; land use and planning; strategic planning
2. Competency to work with the various ethnic/cultural groups in the target area/community(ies)
3. Capacity to frame policy as an effective strategy for addressing community problems and to present information clearly and concisely
4. Experience organizing and facilitating meetings
5. Ability to establish culturally sensitive working relationships with diverse populations in underserved communities
6. Willingness and ability to work periodic weekends and/or evenings, as well as to travel
7. Excellent organizational, written and verbal communication skills; attention to detail
8. Excellent computer skills and knowledge, including word processing, PowerPoint, desktop publishing software
9. Social media experience, including with analytics

#### **PREFERRED QUALIFICATIONS:**

1. Bilingual capacity
2. Certification as a Certified Prevention Specialist
3. Familiarity with the City of Los Angeles
4. Familiarity with the social determinants of health

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.