

Position: Prevention Specialist – San Bernardino County East Valley Program
Report to: Program Manager
Salary: Hourly range of \$19.23 to \$21.15
Status: Full time, non-exempt
Probation: 90 day
Benefits: Full benefits: medical, dental, vision, 403B after 90-day probation

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 **full-time Prevention Specialist** for our **East Valley** program that focuses on preventing substance use disorders and related harms using equity centric community-level strategies. 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 County and will serve the communities of Highland, Yucaipa and Redlands in the East Valley. This position offers a hybrid work schedule to provide flexibility in working in the regional office in the city of San Bernardino and working from home.

ESSENTIAL FUNCTIONS:

1. Guide and participate in data collection and analysis activities including risk assessments, environmental scans, focus groups, key stakeholder interviews and community surveys
2. Co-facilitate a monthly Applied Data and Research workgroup funded by the San Bernardino Department of Behavioral Health to prevent SUD-related (substance abuse disorders) in youth and other vulnerable populations
3. Provide technical assistance to community coalitions and county-funded SUD treatment providers related to data and research
4. Monitor SUD-related data dashboards and SUD-related harms in the East Valley municipalities
5. Conduct presentations and facilitate trainings for community groups and other key partners
6. Assist with the recruitment and facilitation of high school and college-age youth groups to advance SUD prevention policies
7. Participate in community coalition meetings and assist project staff in organizing community forums
8. Cultivate collaborative partnerships with community groups, policy makers, community leaders, business owners, law enforcement partners and governmental agencies
9. Assist with the development and implementation of strategic prevention plans
10. Complete progress reports and maintain compliance records
11. Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Familiarity with protocols and procedures for qualitative and quantitative data collection and analysis
2. Ability to establish strong working relationships with diverse individuals and groups
3. Flexibility - ability to adapt to change quickly and work well under pressure in a fast-paced environment
4. Willing and able to work periodic weekends and/or evenings, as well as travel
5. Excellent computer skills and knowledge, including word processing, PowerPoint, and desktop publishing software

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. Advocacy experience
3. Experience related to SUD (Substance Use Disorder) prevention
4. Familiarity with GIS (Geographic Information System) data mapping and analysis

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 may be required to perform duties outside of their normal responsibilities from time to time.

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 preventionspecialist@publicstrategies.org in a single PDF.