

Position: Program Manager: Prevention Education Program (PEP), West Hollywood/SPA 4  
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 meth use and other substance-related harms using equity-centric, community-level strategies that focus on the social determinants of health. Under the direction of the Regional Project Director, the Program Manager will develop and implement Environmental Prevention plans addressing community norms and policies related to alcohol and other drug (AOD) problems. This will be accomplished in collaboration with other project staff, community groups, community leaders, prevention agencies, prevention provider workgroups, and policy makers. This position is based out of Culver City, CA and serves the City of West Hollywood as well as other communities within Service Planning Area (SPA) 4.

#### **ESSENTIAL FUNCTIONS:**

1. Facilitate an action-oriented, West Hollywood-based coalition to support desired project outcomes
2. Lead policy initiatives within the City of West Hollywood and other SPA 4 communities
3. Develop and implement strategic plans to further environmental prevention initiatives
4. Lead the planning and execution of large-scale, alcohol- and drug-free events to support a social norms shift away from problematic AOD use
5. Identify, establish, and manage relationships with diverse stakeholders, including city/elected officials, residents, city/county agencies, business leaders, prevention agencies, and other community-based organizations
6. Develop media plans and media materials designed to generate print and broadcast news stories framed to support project goals
7. Develop strategy for and optimize the projects' social media activities
8. Speak at community/public meetings and conduct trainings
9. Coordinate efforts to collect local data relevant to understanding community impacts and underlying factors that contribute to substance use problems; synthesize the data in ways that make it meaningful to the general community
10. Work evenings and weekends and travel periodically
11. Complete reports, document activities and maintain compliance files
12. Other duties as assigned

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

1. Three to five years of experience in one or more of the following areas or related fields: environmental prevention related to alcohol and other drugs, advocacy, community organizing, public policy, public affairs, land-use/planning/zoning, coordinating special events, project management
2. Experience working with LGBTQ+ populations
3. Experience building, organizing and facilitating community coalitions with policy-oriented objectives
4. Competency to work with the various ethnic/cultural groups in the target area/community(ies)
5. Capacity to frame policy as an effective strategy for addressing community problems and to present information clearly and concisely
6. Strong writing, public speaking, presentation, group facilitation and training skills
7. Ability to establish solid working relationships with communities possessing a wide variety of norms and standards
8. Commitment to representing the organization positively and professionally in all situations
9. Willingness to take direction, function as part of a team, and get along with others
10. Willingness to work periodic weekends and/or evenings and travel
11. Excellent computer skills and knowledge, including Word, Excel, PowerPoint and desktop publishing software
12. Social media experience, including with analytics

#### **PREFERRED QUALIFICATIONS:**

1. Bilingual capacity
2. Certification as a Certified Prevention Specialist
3. Familiarity with West Hollywood
4. Event planning experience
5. Familiarity with the social determinants of health

This job description outlines 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.