

Position: Youth/Community Organizer – East County
Report to: Program Manager
Salary: Hourly rate of \$19.23 -- \$21.15
Status: Part-Time, non-exempt (20 hours per week)
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 **part-time, entry-level** Youth/Community Organizer for a 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. Our corporate office is based in Mission Valley in San Diego but this position will be required to work in the East Region of San Diego County.

ESSENTIAL FUNCTIONS:

1. **Manage social media strategy on multiple platforms, including website, as part of a comprehensive media advocacy and community organizing plan**
2. Assist in the development and implementation of a community organizing strategy to further substance abuse prevention goals;
3. Recruit and facilitate youth, individually and in groups, throughout the East County region of San Diego County to advance prevention policies and support the project's goals;
4. Collaborate, create, and cultivate partnerships among youth and community groups to help implement AOD prevention campaigns;
5. Assist youth with conducting presentations on AOD prevention issues to community groups;
6. Facilitate, coordinate, and participate in data gathering activities; to include risk assessments, focus groups, and community surveys;
7. Participate in selected collaborative and other community meetings on a regular basis;
8. Provide training and technical assistance to community partners to support prevention campaigns;
9. Coordinate and facilitate activities of youth and community groups, coalitions, and action teams, including meetings, town halls, and other community events;
10. Facilitate meetings and/or trainings focusing on the components of the environmental prevention model;
11. Help with a variety of administrative tasks;
12. Complete progress reports
13. Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Must be proficient in English
2. Ability to use different design tools, especially Canva to prepare and complete flyers, infographics and social media materials.
3. Community organizing experience – including working with youth coalitions
4. Strong presentation and training skills
5. Ability to establish solid working relationships with communities possessing a wide variety of community norms and standards
6. Ability to establish culturally sensitive working relationships with diverse populations
7. Flexibility - ability to adapt to change quickly

8. Willing and able to work periodic weekends and/or evenings, as well as travel
9. Excellent computer skills and knowledge, including word processing, PowerPoint, desktop publishing software and WordPress

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 communityorganizer@publicstrategies.org in a single PDF.