Position: Prevention Assistant– Tobacco Initiative
Report to: Director of Tobacco Programs
Salary: Hourly range of $19.23 -- $19.71
Status: Part time, non-exempt (20 hours per week)
Probation: 90 day
Benefits: Full benefits: medical, dental, vision, 403B after 90-day introductory period

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

IPS is committed to creating a diverse environment and is 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.

Position Description:
The Institute for Public Strategies (IPS) is seeking a **part-time Prevention Assistant** for a program that focuses on preventing exposure to tobacco and marijuana smoke in multi-housing units and outdoor areas in the communities of Alhambra, Montebello, Pico Rivera, and Whittier through policy change. This position requires a creative problem solver who can manage the details without losing sight of the big picture. This person must work well as part of a diverse team with varying ideas and work styles. This at-will, grant-funded position is based out of Culver City, CA, with opportunities for extension contingent upon funding.

ESSENTIAL FUNCTIONS:
1. Support, coordinate and manage logistical aspects of project events, meetings, forums, etc.;
2. Managing programmatic approvals, purchase requests, billing reports, and office equipment;
3. Completing reports, financial reports, documenting activities and maintaining compliance files;
4. Designing media campaigns to support program goals in print, broadcast, and social media;
5. Developing flyers, email newsletter templates, web pages and other basic project materials;
6. Assist in conducting community needs assessment including surveys, environmental scans and distribute educational materials to residents;
7. Participate in agency/government/community meetings, mandatory workgroup, trainings, and TA sessions;
8. Work evenings and weekends periodically, as well as to travel periodically; and
9. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:
1. At least one-year experience managing purchase requests, billing reports;
2. Understanding of environmental prevention strategies to reduce alcohol, tobacco and other drug problems;
3. Ability to establish culturally sensitive working relationships with diverse populations;
4. Highly flexible and able to adapt to change quickly;
5. Strong work ethic;
6. Strong attention to detail;
7. Ability to get along with others and function as a team player; and
8. Excellent computer skills and knowledge, including Canva, word processing, PowerPoint, and desktop publishing software and WordPress.

PREFERRED QUALIFICATIONS:
1. Bilingual capacity
2. Experience with event planning and execution
3. Experience collecting and analyzing data
4. Experience with public affairs and/or public policy

The job description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Must have 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 preventionassistant@publicstrategies.org in **a single PDF**.