

Position: Program Coordinator- Tobacco Multi-unit Housing Initiative  
Report to: Director of Tobacco Programs  
Salary: Hourly range of \$21.63 – \$23.56  
Status: Full time, non-exempt  
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, protect 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 **full-time Program Coordinator** 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 and Pico Rivera through policy change. 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 divergent ideas and work styles. This at-will, grant-funded position is based out of Culver City, CA, with opportunities for extensions contingent upon funding.

### **ESSENTIAL FUNCTIONS:**

1. Assist with planning, implementation, and coordination of project activities and educational trainings;
2. Provide leadership to a community coalition, including conducting recruitment and engagement;
3. Provide topic-specific summaries of research, literature reviews, and evidence-based strategies to support public policy and media advocacy;
4. Collaborate with community members, property managers/owners, policymakers, and other high-level stakeholders (conduct key stake holder interviews, survey collection, and presentations, etc.);
5. Ensure all parts of an assigned project are processed, organized, and progressing according to predetermined timelines and deliverable dates
6. Maintain Excel database of key data sources and indicators, develop progress reports;
7. Design and develop various publications with visual representations of data;
8. Manage social media strategy on multiple platforms, including website, as part of a comprehensive media advocacy and community organizing plan;
9. Participate in mandatory workgroup, training, and TA sessions;
10. Work periodic weekend and/or evenings and travel; and
11. Other duties as assigned.

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

1. A bachelor's degree from an accredited college or university in public health, public policy and/or social sciences or related field of study and two years of experience in community organizing and advocacy OR equivalent combination;
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 work with diverse teams; 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 own an insured, reliable vehicle to use during work.

Position requires 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 [programcoordinator@publicstrategies.org](mailto:programcoordinator@publicstrategies.org) in a single PDF.