

Position: Community Organizer -- San Bernardino County - East Valley Project
Report to: Project Manager
Salary: Hourly range of \$19.23 - \$20.19
Status: Full time, non-exempt – 1.0 FTE
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 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 **Community Organizer** for a program that focuses on preventing substance use disorders and related harms using equity centric community-level strategies that focus on the social determinants of health. 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 and serves the communities of Highland, Yucaipa and Redlands.

ESSENTIAL FUNCTIONS:

1. Collaborates with county agencies, service providers, community leaders, elected officials, law enforcement partners and other key stakeholders to empower residents in developing and implementing equitable policies that prevent substance use/misuse by advancing public health, safety, and social justice, especially in the underserved East Valley neighborhoods
2. Recruit and facilitate a youth group for the East Valley region in order to advance Substance Use Disorder (SUD) prevention policies and support project goals
3. Engage community leaders and residents in project events and advocacy activities
4. Develop and coordinate initiatives supported by the East Valley Community Coalition
5. Cultivates partnerships with additional community groups and community-based organizations
6. Coordinates community forums, workshops, coalition meetings and community-based and school-based trainings
7. Works in the community with fellow staff and coalition members to administer surveys
8. Establishes partnerships with law and code enforcement agencies and coordinates high-visibility enforcement operations
9. Document activities weekly and maintains monthly compliance files along with other administrative tasks as required by the San Bernardino County of Department of Behavioral Health
10. Collaborates with the VP of Programs to advance policy through the successful placement of news stories and media events
11. with local reporters and also supervise the use of social media to support youth and community engagement
12. Social Media Skills: Posting and analytics especially with youth-oriented formats
13. Excellent organizational, written and verbal communication skills; attention to detail Capacity to frame policy as an effective strategy for addressing community problems and present information in clear and direct ways
14. Experience organizing and facilitating meetings
15. Completes progress reports
16. Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Minimum of 2 years' experience in community organizing/youth coalitions
2. Familiarity in one or more of the following areas: population-level alcohol, tobacco and other drug prevention strategies, addressing the social determinants of health at a community level, public health, public policy, public affairs, land use and planning, strategic planning
3. Ability to establish culturally sensitive working relationships with diverse populations in underserved communities
4. Flexibility – ability to adapt to change quickly
5. Willing and able to work periodic weekends and/or evenings, as well as travel
6. Excellent computer skills and knowledge, including word processing, PowerPoint, Canva and desktop publishing software and WordPress

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. Resident of Highland, Yucaipa or Redlands

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 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 communityorganizer@publicstrategies.org in a single PDF.