

Position: Community Organizer -- San Bernardino County – High Desert Program  
Report to: Program Manager  
Salary: Hourly range of \$20.19 - \$21.15  
Status: Part-time, non-exempt – 0.50 FTE (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, 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 **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 County and will serve the communities of Victorville, Adelanto, Apple Valley, and Hesperia.

#### **ESSENTIAL FUNCTIONS:**

1. Guide and participate in data collection and analysis activities, including risk assessments, environmental scans, focus groups, key stakeholder interviews, and community surveys
2. Provide technical assistance to community coalitions and county-funded SUD treatment providers related to data and research
3. Monitor SUD-related data dashboards and SUD-related harms in the High Desert municipalities
4. Monitor program-related social platforms
5. Coordinate and conduct presentations and facilitate trainings for community groups and other key partners
6. Assist with the recruitment and facilitation of high school and college-age youth groups to advance SUD prevention policies
7. Facilitate and participate in community coalition meetings and assist project staff in organizing community forums
8. Cultivate collaborative partnerships with community groups, policy makers, community leaders, business owners, law enforcement partners, and governmental agencies
9. Develop and disseminate a bi-monthly newsletter for the High Desert Community Coalition
10. Assist with the development and implementation of strategic prevention plans
11. Complete progress reports and maintain compliance records
12. Other duties as assigned

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

1. Minimum of 2 years experience in community organizing/youth coalitions
2. Minimum of 2 years experience in written communication and public speaking
3. 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
4. Ability to establish culturally sensitive working relationships with diverse populations in underserved communities
5. Flexibility – ability to adapt to change quickly
6. Willing and able to work periodic weekends and/or evenings, as well as travel
7. Excellent computer skills and knowledge, including word processing, PowerPoint, Canva and desktop publishing software and WordPress

#### **PREFERRED QUALIFICATIONS:**

1. Bilingual capacity
2. High Desert resident

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](mailto:communityorganizer@publicstrategies.org) in a single PDF.