

Position: Community Engagement Coordinator
Report to: Border Region Program Director
Salary: \$22.12 to \$23.08 per hour
Status: Full-time, non-exempt
Introductory Period: 90-day Introductory Period
Benefits: Generous benefits package: medical, dental, vision, paid time off (PTO), 403B retirement benefits 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 Engagement Coordinator for a program focuses on the co-creation of a digital youth mental health platform sourced, created and vetted for youth by youth to reduce mental health stigma and increase behavioral health literacy and help-seeking behavior within our priority population. 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 require the Community Engagement Coordinator to work in the South Bay and Border Communities of San Diego County.

ESSENTIAL FUNCTIONS:

1. Lead with the development, implementation, and coordination of project activities;
2. Recruit, coordinate, and co-facilitate the Youth Advisory Board and HERO Academy;
3. Provide leadership to Youth Advisory Board of 10-15 youth;
4. Coordinate and communicate with subcontractors and key partners;
5. Provide ongoing support and guidance to youth participants and partners involved in program activities;
6. Organize and co-facilitate community events, workshops, and information sessions;
7. Coordinate training and technical assistance to youth participants;
8. Collect and analyze data on community engagement efforts, participation rates, and feedback to inform program improvements, develop progress reports;
9. Attend community meetings, events, and conferences to advocate for youth mental and promote program initiatives;
10. Participate in virtual learnings labs, TA sessions, and in-person convenings;
11. Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Community organizing experience – including working with youth.
2. Strong presentation and training skills
3. Strong group facilitation skills
4. Ability to establish solid working relationships with communities possessing a wide variety of community norms and standards
5. Ability to establish culturally sensitive working relationships with diverse populations
6. Flexibility - ability to adapt to change quickly
7. Willing and able to work periodic weekends and/or evenings, as well as travel
8. Excellent computer skills and knowledge, including word processing, PowerPoint, desktop publishing software and WordPress

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. Familiarity with the youth-led participatory action research model

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 communityengagement@publicstrategies.org in a single PDF.