

Position: Youth Coordinator – Youth in Action  
Report to: Program Manager  
Salary: Hourly rate of \$20.19 - \$21.15  
Status: Full-time, non-exempt  
Probation: 90 day  
Benefits: Full benefits: medical, dental, vision, 403B after 90-day probation

**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 Youth Coordinator** for a program designed to empower youth and young adults who live, go to school, work, or play in the South Bay and Border Communities of San Diego County. The Youth in Action program works to improve well-being, increase feelings of connectedness, and decrease substance use among program participants by offering leadership development opportunities, civic engagement, and peer-mentoring. 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 Mission Valley in San Diego and serves the South Bay and Border Regions of San Diego County.

**ESSENTIAL FUNCTIONS:**

1. Assist with the development, implementation, and coordination of project activities and trainings;
2. Provide leadership to the Youth in Action coalition, including recruitment and engagement;
3. Supervise coalition activities, which include but are not limited to engagement with community partners and elected officials, organizing special events and meetings to further objectives of the coalition, and providing group and workshop facilitation;
4. Coordinate and facilitate well-attended and organized meetings that move the objectives of the coalition forward;
5. Ensure a safe space for youth – virtually and in person;
6. Support the completion of program reports, documentation of activities, and maintaining compliance files;
7. Support the media director in executing media advocacy efforts;
8. Establish and maintain partner relationships to meet shared goals;
9. Assess progress and effectiveness of projects and make and/or recommend improvements;
10. Other duties as assigned

**JOB QUALIFICATIONS AND EXPERIENCE:**

1. Experience in a combination of the following areas preferred: working with youth, community organizing, population-level alcohol and other drug prevention strategies, public health, or public policy;
2. Ability to establish culturally sensitive working relationships with diverse populations;
3. Flexibility - the ability to adapt to change quickly;
4. Willing and able to work periodic weekends and/or evenings, and travel; and
5. Excellent computer skills and knowledge, including word processing, PowerPoint, Canva, desktop publishing software, and WordPress
6. Bilingual capacity – Spanish and English

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