

Position:	Project Assistant – Los Angeles County
Report to:	Community Outreach Supervisor
Salary:	Hourly range of \$19.23 to \$21.63
Status:	Part-time, non-exempt – 0.5 FTE (20 hours per week)
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 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 Project Assistant** for a program that delivers critical public health messages from the state to communities through comprehensive in-person and digital campaigns that raise awareness, garner public support, and provide timely, vital and accurate public health information. This position requires a creative problem solver who can manage the details without losing sight of the big picture. The candidate must work well in a diverse team with varying ideas and styles. This position is based out of Culver City, CA and will be implemented in West Hollywood, Metro Los Angeles, and other communities in LA County with LGBTQ+ gathering spaces (e.g. Pride events).

ESSENTIAL FUNCTIONS:

1. Support, coordinate, and manage logistical aspects of project events, meetings, forums, etc;
2. Develop and implement digital surveys to capture real-time information from program team about community engagement, including date, type, location, demographics, language, barriers encountered, and likelihood of action;
3. Analyze survey data and other quantitative data sources to assess the effectiveness of outreach activities, including reach, engagement rates, and campaign impact;
4. Produce monthly dashboards summarizing key metrics and insights, including total number of engagements, campaign reach, social media statistics, earned media coverage, and email/newsletter campaign data;
5. Collaborate with program staff to identify trends, insights, and areas for improvement based on data and provide recommendations for adjusting outreach strategies and campaign messaging;
6. Document events with photographs and videos to visually document outreach activities and enhance reporting;
7. Contribute to the continuous improvement of data collection processes, tools, and systems to ensure accuracy, efficiency, and relevance of data collected;
8. Maintain compliance files and other administrative tasks;
9. Maintain data tracker to assist with monthly and annual reports;
10. Work periodic weekends and/or evenings and travel; and
11. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Experience with survey design, implementation, and analysis, including digital survey tools and real-time feedback mechanisms;
2. Experience generating data reports;
3. Detail-oriented and organized;
4. Flexibility – ability to adapt to change quickly;
5. Willing and able to work periodic weekends and/or evenings, as well as travel; and
6. Excellent computer skills and knowledge, including Microsoft Office Suite, Canva, social media platforms, and other relevant outreach tools and technologies.

PREFERRED QUALIFICATIONS:

1. Bilingual capacity;
2. Knowledge of community outreach, engagement, and evaluation principles.

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 projectassistant@publicstrategies.org in a single PDF.