

Position:	Program Manager – Partnerships 4 Success
Report to:	Program Director
Salary:	Hourly range of \$26.44 to \$28.85
Status:	Full-time, non-exempt – 1.0 FTE
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 Program Manager** for a program designed to reduce substance use among the Latine/x population in the South Bay and Border communities of San Diego County. The program focuses on the unfair community trauma that shortens life span and leads to substance use, adverse childhood experiences (ACEs), community trauma, and shortened lifespan of people who live, work, or play in these communities. 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. Manage staff as direct reports and take on supervisory duties (such as approvals, timecards, etc.).
2. Oversee the execution of all work plan deliverables according to predetermined timelines.
3. Provide team leadership with the development, implementation, and coordination of program activities that advance the goals and objectives of the program.
4. Oversees the activities of the Core Group, expanded Coalition and Actions Teams, which include (but are not limited to): overseeing partnership development and maintenance with community partners and elected officials; organizing special events and meetings to further objectives of the coalition; and providing group and workshop facilitation.
5. With the support of the Project Director, oversees the media component of the program (i.e. website development, press matters, and the bilingual reporting lab initiative La Vocera).
6. Oversee and manage program reports, document activities, and compliance files.
7. Assess the progress and effectiveness of projects and make and/or recommend improvements.
8. Works closely with epidemiologist/evaluator to collect and record data.
9. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Experience in a combination of the following areas preferred: population-level alcohol and other drug prevention strategies, public health, public policy, public affairs, strategic planning, land use and planning, strategic planning
2. 1-year leadership experience
3. Demonstrated ability in building community capacity, coalition building, policy development, and providing training and technical assistance
4. Ability to establish culturally sensitive working relationships with diverse populations
5. Flexibility - the 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, desktop publishing software and WordPress

PREFERRED QUALIFICATIONS:

1. Bilingual capacity

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.**