

Position: Bilingual Prevention Specialist – San Diego South Bay and Border Region
Report to: Program Manager
Salary: Hourly range of \$20.19 to \$21.63
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, project 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 **full-time Prevention Specialist** that is proficient in English and Spanish for a program that focuses on preventing substance use disorders and related harms using community-level strategies through a trauma-informed equity lens. This position requires a creative problem solver who can manage the details without losing sight of the big picture. This person 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 Region of San Diego County.

ESSENTIAL FUNCTIONS:

1. Ability to work in an office environment;
2. Ability to use different graphic design tools, especially Canva, to prepare and complete flyers, infographics and social media materials in a timely manner;
3. Manage several social media accounts;
4. Conduct presentations and facilitate trainings for community groups and other partners;
5. Assist with strategic planning and implementation of program priorities;
6. Participate in building coalitions and building their capacity;
7. Organize special events and community forums;
8. Cultivate collaborative partnerships with community groups and other key stakeholders;
9. Participate in data collection and analysis activities;
10. Provide technical assistance to community partners including managing email rosters, creating agendas, and developing materials and facilitating meetings or taking meeting minutes;
11. Identify spokespersons for media advocacy-related activities;
12. Create engaging materials and activities for tabling at community events;
13. Ability to document work activities for reporting purposes; and
14. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Must be proficient in English and Spanish,
2. Experience in a combination of the following areas preferred: population-level alcohol, cannabis and other drug prevention strategies, public health, public policy or public affairs, community/youth organizing, strategic planning, land use and planning,
3. Ability to establish culturally sensitive working relationships with diverse populations;
4. Highly flexible and able to adapt to change quickly;
5. Willingness and ability to work periodic weekends and/or evenings and travel; and
6. Excellent computer skills and knowledge, including Word, Canva, PowerPoint, and WordPress.

The job description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Must have 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 a cover letter and resume to preventionspecialist@publicstrategies.org in a single PDF.