

**Position:** Prevention Specialist – San Diego County East 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, 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 **full-time Prevention Specialist** for a program that focuses on preventing substance use disorders and related harms using community-level strategies through an equity lens. 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 East Region of San Diego County.

#### **ESSENTIAL FUNCTIONS:**

1. Assist in strategic planning and implementation of prevention priorities;
2. Facilitate coalition development and capacity-building activities in affected communities;
3. Organize community forums/ listening sessions to address the needs of the community;
4. Provide technical assistance and/or organize special events as IPS or with other partner organizations;
5. Cultivate collaborative partnerships with community groups, policymakers, community leaders, business owners, law enforcement, and governmental agencies to advance policy goals;
6. Conduct presentations and facilitate trainings for community groups and other partners;
7. Participate and/or facilitate monthly community meetings
8. Participate in data collection and analysis activities and maintain data organization for future reporting needs;
9. Provide technical assistance to community partners, including managing email rosters, creating agendas, developing materials, and facilitating meetings;
10. Identify spokespersons for media advocacy-related activities;
11. Organize and participate in community assessments;
12. Assist with developing digital media strategies and updating social media sites and websites (WordPress); and
13. Other duties as assigned.

#### **JOB QUALIFICATIONS AND EXPERIENCE:**

1. Experience in a combination of the following areas is preferred: community-level alcohol, tobacco and other drug prevention strategies, public health, public policy or public affairs, community/youth organizing, strategic planning, land use and planning;
2. Ability to establish culturally sensitive working relationships with diverse populations;
3. Ability to build and maintain relationships with various community partners and key community stakeholders;
4. Highly flexible and able to adapt to change quickly;
5. Willingness and ability to work periodic weekend and/or evenings and travel; and
6. Excellent computer skills and knowledge, including social media, word processing, Canva, PowerPoint, and 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 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 [preventionspecialist@publicstrategies.org](mailto:preventionspecialist@publicstrategies.org) in a single PDF.