

Position:	Binge and Underage Drinking Initiative Program Manager
Report to:	San Diego County Program Director
Salary:	\$26.44 to \$28.85 per hour
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 the Binge and Underage Drinking Initiative (BUDI), a countywide program focused on the development and implementation of countywide environmental prevention campaigns, primarily on alcohol prevention, in collaboration with other prevention partners. This position requires a creative problem solver who can manage the details without losing sight of the big picture. The candidate must lead a diverse team with varying ideas and work styles. This position is based out of Mission Valley in San Diego.

ESSENTIAL FUNCTIONS:

1. Manages staff as direct reports and takes on supervisory duties (such as approvals, timesheets, etc.).
2. Provide project leadership, strategic direction, and comprehensive monitoring of alcohol-focused environmental prevention campaigns.
3. Leads countywide strategic campaign planning and implementation activities with alcohol and other drug prevention partners and key stakeholders.
4. Oversee the execution of all work plan deliverables and provide guidance on work plans developed in conjunction with regional prevention partners.
5. Facilitate county work groups, capacity-building workshops, and large-scale community events.
6. Direct efforts to collect and synthesize local data relevant to understanding community impacts and underlying factors that contribute to alcohol-related harms in meaningful ways for the general community.
7. Identify, establish, and manage relationships with diverse community members, elected officials and their staff, county agencies, law and code enforcement officers, researchers, business leaders, and experts in the fields of alcohol, public health, and prevention to support desired outcomes.
8. Oversee and guide material development, including traditional media outputs, social media campaigns (Facebook, X, Instagram LinkedIn, and TikTok), trainings, presentations, information dissemination materials, and website maintenance.
9. Tracks progress and produces project reports.
10. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Two to four years of experience in one or more of the following areas: project management, campaign planning, upstream prevention, strategic planning.
2. Ability to establish culturally-sensitive working relationships with diverse populations.
3. Strong writing, public speaking, presentation, group facilitation and training skills.
4. Willingness to take direction, function as part of a team, and work collaboratively with others.
5. Excellent computer skills and knowledge, including Word, Excel, PowerPoint, and other data management software.
6. Flexibility – ability to adapt to change quickly.

PREFERRED QUALIFICATIONS:

1. Spanish language fluency

The 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 driver's license, a reliable vehicle, proof of insurance, and reside in San Diego County.

Position requires 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 programmanager@publicstrategies.org in a single PDF.