

Position: Community Engagement Coordinator — LA County — Tobacco Initiative
Report to: Director of Tobacco Programs
Salary: \$19.23 to \$20.67 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 committed to creating a diverse environment and is proud to be an equal 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.

Position Description

The Institute for Public Strategies (IPS) is seeking a **full-time LA County Community Engagement Coordinator** for a program that focuses on preventing exposure to tobacco and marijuana smoke in multi-housing units and outdoor areas in East Los Angeles (specifically, the communities of Alhambra, Montebello, Pico Rivera, and Whittier) through community engagement, coalition building, and policy change. This position requires a creative problem solver who can manage details without losing sight of the big picture. The candidate must work well as part of a diverse team with divergent ideas and work styles. This at-will, grant-funded position is based out of Culver City, CA, but requires significant travel and commute to our East Los Angeles communities, with opportunities for extensions contingent upon funding.

ESSENTIAL FUNCTIONS:

1. Understanding of environmental prevention strategies to reduce alcohol, tobacco and other drug problems;
2. Engaging in community outreach and engagement initiatives through efforts including, but not limited to: community tabling events, community presentations, planning small/large scale outreach events, meetings with key stakeholders/city officials, public comment, door-to-door outreach, and community surveying;
3. Assist with development, implementation, and coordination of project activities and educational trainings to be administered in community settings;
4. Provide leadership to a community coalition, including conducting recruitment and engagement;
5. Design and develop various publications with visual representations of data using graphic design tools such as Power Point, Canva and Illustrator;
6. Manage social media strategy on multiple platforms, including website, as part of a comprehensive media advocacy and community organizing plan;
7. Participate in Smoke-free Multi-Unit Housing and Outdoor Areas workgroup, training, and TA sessions;
8. Provide topic-specific summaries of research, literature reviews, and evidence-based strategies to support public policy and media advocacy;
9. Translate technical reports, research papers, statistics, public policy, and institutional policy to laypersons;
10. Maintain Excel database of key data sources and indicators, develop progress reports;
11. Work periodic weekend and/or evenings, including travel;
12. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. A bachelor's degree from an accredited college or university in public health, public policy and/or social sciences or related field of study **and** one (1) year of experience implementing public health programs with a focus in community organizing and advocacy **OR** two (2) years full-time experience in the fields of public health, public policy, with at least one (1) year of experience implementing public health programs with a focus in community organizing and advocacy.;
2. Understanding of environmental prevention strategies to reduce alcohol, tobacco and other drug problems;
3. Ability to establish culturally sensitive working relationships with diverse populations;
4. Highly flexible and able to adapt to change quickly;
5. Strong work ethic;
6. Strong attention to detail;
7. Ability to work collaboratively with a diverse team;
8. Excellent computer skills and knowledge, including Canva, word processing, PowerPoint, and desktop publishing software and WordPress.

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. Experience with event planning and execution
3. Experience collecting and analyzing data
4. Experience with public affairs and/or public policy

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 own an insured, reliable vehicle to use during work.

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 communityengagement@publicstrategies.org in a **single PDF**.