

Position: Community Organizer – San Bernardino County – High Desert Program
Report to: Program Manager
Salary: Hourly range of \$19.23 – \$20.67
Status: Part-time, non-exempt – 0.50 FTE (20 hours per week)
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 part-time **Community Organizer** for a program that focuses on preventing substance use disorders and related harms using equity-centric community-level strategies that focus on the social determinants of health. 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 San Bernardino County and will serve the communities of Victorville, Adelanto, Apple Valley, and Hesperia.

ESSENTIAL FUNCTIONS:

1. Collaborates with county agencies, service providers, community leaders, elected officials, law enforcement partners and other key stakeholders to empower residents in developing and implementing equitable policies that prevent substance use/misuse by advancing public health, safety, and social justice, especially in the underserved High Desert region neighborhoods;
2. Recruit and facilitate a youth group for the High Desert region in order to advance Substance Use Disorder (SUD) prevention policies and support project goals;
3. Engage community leaders and residents in project events and advocacy activities;
4. Develop and coordinate initiatives supported by the High Desert Community Coalition (HDCC);
5. Cultivates partnerships with additional community groups and community-based organizations;
6. Coordinates community forums, workshops, coalition meetings and community-based and school-based trainings;
7. Participates in data collection activities with project staff and coalition members, including risk assessments, environmental scans, focus groups, key stakeholder interviews, and community surveys;
8. Facilitate and participate in community coalition meetings and assist project staff in organizing community forums;
9. Cultivate collaborative partnerships with community groups, policymakers, community leaders, business owners, law enforcement partners, and governmental agencies;
10. Develop and disseminate a bi-monthly newsletter for the High Desert Community Coalition;
11. Cultivate a positive work culture and communicate constructively with colleagues and upper management;
12. Complete progress reports and maintain compliance records;
13. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Minimum of 2 years experience in community organizing/youth coalitions;
2. Strong communication skills;
3. Familiarity in one or more of the following areas: population-level alcohol, tobacco, and other drug prevention strategies, addressing the social determinants of health at a community level, public health, public policy, public affairs, land use and planning, strategic planning;
4. Ability to establish culturally sensitive working relationships with diverse populations in underserved communities;
5. Flexibility – 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, Canva and desktop publishing software and WordPress.

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. High Desert resident

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 communityorganizer@publicstrategies.org in a single PDF.