

Position: Youth & Community Organizer – San Diego County – IPS East
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, entry-level** Youth/Community Organizer for a program that focuses on preventing substance misuse-related harms using equity-centric community-level strategies. 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. Our corporate office is based in Mission Valley in San Diego, but this position will require working in the East Region of San Diego County. East Region areas of work include all incorporated, unincorporated, and rural areas of East County San Diego.

ESSENTIAL FUNCTIONS:

1. Organize and provide leadership to IPS facilitated youth groups throughout the East County region of San Diego County, including development, recruitment, retention, and engagement to support the project's prevention goals;
2. Supervise coalition activities, organizing special events and meetings to help youth achieve key objectives, and providing group and workshop facilitation;
3. Coordinate and facilitate activities of youth and community groups, coalitions, and action teams, including meetings, town halls, presentations and other community events;
4. Develop a sustainable framework for youth groups to ensure continued impact and alignment with long-term prevention goals, focusing on the components of the upstream prevention model;
5. Collaborate and maintain partnerships among the youth with community groups, partner organizations, law enforcement, and elected officials to help implement substance misuse prevention goals;
6. Collaborate with the Prevention Specialist on the East team to support each other in completing the deliverables outlined in the work plan;
7. Provide training and technical assistance alongside the Prevention Specialist to community partners to support prevention campaigns;
8. Assist the Prevention Specialist in the development and implementation of a community strategy to further community members' substance misuse prevention goals;
9. Assist in the facilitation of data collection activities, including environmental scans, community assessments, focus groups, and surveys;
10. Participate in selected collaboratives and other community partner or regional initiative meetings on a regular basis;
11. Manage social media strategy on multiple platforms, including website, as part of a comprehensive public health messaging plan;
12. Maintain database and contribute to progress reports internally and with funders;
13. Help with a variety of administrative tasks;
14. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Experience working with youth coalitions or group;
2. Ability to establish solid working relationships with communities possessing a wide variety of community norms and standards;
3. Ability to establish culturally sensitive working relationships with diverse populations;
4. Strong facilitation, presentation and training skills;
5. Ability to use different design tools, especially Canva, to prepare and complete flyers, infographics, and social media materials;
6. Flexibility - ability to adapt to change quickly;
7. Willing and able to work periodic weekends and/or evenings, as well as travel;

PREFERRED Qualifications:

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 may be required to perform duties outside of their normal responsibilities from time to time.

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.