

<b>Position:</b>	Youth & Community Organizer – San Diego County – IPS South Bay
<b>Report to:</b>	Program Manager
<b>Salary:</b>	Hourly range of \$19.23 – \$20.67
<b>Status:</b>	Part-time, non-exempt – 0.50 FTE (20 hours per week)
<b>Introductory Period:</b>	90-day Introductory Period
<b>Benefits:</b>	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 proficient in English and Spanish 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 South Region of San Diego County.

**ESSENTIAL FUNCTIONS:**

1. Provide leadership to IPS facilitated youth groups in the South County region of San Diego County, including recruitment, retention, and engagement to support the project’s prevention goals;
2. Supervise youth coalition activities, which include but are not limited to organizing special events and meetings to help youth implement substance use prevention campaigns, and providing group and workshop facilitation;
3. Develop a sustainable framework for youth groups to ensure continued impact and alignment with long-term prevention goals.
4. Create, and cultivate partnerships among youth and community groups
5. Support youth in delivering presentations on substance misuse prevention to community groups.
6. Manage social media strategy on multiple platforms, including website, as part of a comprehensive public health messaging plan;
7. Collaborate with the Prevention Specialist on the South team to support each other in completing the deliverables outlined in the contract.
8. Coordinate activities of IPS-facilitated community groups, coalitions, and action teams, including meetings, town halls, and other community events; includes development of community strategy to further substance misuse prevention goals
9. Facilitate data collection activities including risk assessments, focus groups, and surveys;
10. Provide training and technical assistance to community partners to support prevention campaigns;
11. Facilitate meetings and/or trainings focusing on the components of the upstream prevention model;
12. Assist with a variety of administrative tasks;
13. Complete progress reports;
14. Other duties as assigned.

**JOB QUALIFICATIONS AND EXPERIENCE:**

1. Ability to use different design tools, especially Canva, to prepare and complete flyers, infographics, and social media materials;
2. Experience working with youth coalitions;
3. Strong presentation and training skills;

4. Ability to establish solid working relationships with communities possessing a wide variety of community norms and standards;
5. Ability to establish culturally sensitive working relationships with diverse populations;
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:**

1. Bilingual Capacity (Spanish)

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](mailto:communityorganizer@publicstrategies.org) in a single PDF.