

Position: Prevention Specialist: San Bernardino County -- Central Valley Program
Report to: Central Region Program Manager
Salary: Hourly range of \$20.19 -- \$21.63
Status: Full time, non-exempt
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 **Prevention Specialist** 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 and will serve the communities of San Bernardino, Colton, Rialto, Bloomington, Grand Terrace, Patton, Devore, and Muscoy.

ESSENTIAL FUNCTIONS:

1. Guide and participate in data collection and analysis activities, including risk assessments, environmental scans, focus groups, key stakeholder interviews, and community surveys.
2. Provide technical assistance to community coalitions and county-funded SUD treatment providers related to data and research.
3. Monitor SUD-related data dashboards and SUD-related harms in the Central Valley municipalities.
4. Conduct presentations and facilitate trainings for community groups and other key partners.
5. Assist with recruiting and facilitating youth groups to advance SUD prevention policies.
6. Participate in community coalition meetings and assist project staff in organizing community forums.
7. Cultivate collaborative partnerships with community groups, policy makers, community leaders, business owners, law enforcement partners and governmental agencies.
8. Assist with the development and implementation of strategic prevention plans.
9. Complete progress reports and maintain compliance records.
10. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Experience in a combination of the following areas is preferred: community-level alcohol, tobacco and other drug prevention strategies, public health, public policy or public affairs, community/youth organizing, strategic planning, land use and planning;
2. Ability to establish culturally sensitive working relationships with diverse populations;
3. Ability to build and maintain relationships with various community partners and key community stakeholders;
4. Highly flexible and able to adapt to change quickly;
5. Willing and able to work periodic weekends and/or evenings, as well as travel;
6. Excellent computer skills and knowledge, including word processing, PowerPoint, Canva and desktop publishing software

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. Advocacy experience
3. Experience related to SUD (Substance Use Disorder) prevention

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, access to a reliable vehicle for work-related travel, and provide proof of valid auto insurance.

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 preventionspecialist@publicstrategies.org in a single PDF.