

Position: Community Organizer: San Bernardino County – Central Valley
 Report to: Central Valley Program Manager
 Salary: Hourly range of \$20.19 - \$21.63
 Status: Part-time, non-exempt – 0.75 FTE (30 hours/week)
 Introductory Period: 90-day Introductory Period
 Benefits: Generous benefits package including 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 **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 and serves the communities of San Bernardino, Colton, Rialto, Bloomington, Grand Terrace, Patton, Devore, and Muscoy.

ESSENTIAL FUNCTIONS:

1. Help build, collaborate, and sustain partnerships 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 Central region neighborhoods
2. Recruit and engage youth and young adults in the Central region to advance Substance Use Disorder (SUD) prevention policies and support project goals
3. Engage and support community leaders and residents in project events and advocacy activities
4. Assist in developing, coordinating, and implementing initiatives supported by the Community Coalition for CHANGE
5. Coordinates community forums, workshops, coalition meetings, community-based/school-based trainings, and other program-related tasks
6. Works in the community with staff, coalition members, and residents to administer surveys
7. Assist in engaging law and code enforcement agencies and establishing partnerships to sustain regional enforcement collaborations.
8. Document activities weekly and maintain monthly compliance files along with other administrative tasks as required by the San Bernardino County Department of Behavioral Health
9. Collaborates with the Prevention Specialist to help advance policy through the successful placement of printed and digital media
10. Assist in the development and maintenance of social media to support youth and community engagement

JOB QUALIFICATIONS AND EXPERIENCE:

1. Minimum of 1 year of experience in community organizing/youth coalitions, and/or working alongside other community-based organizations
2. Familiarity in one or more of the following areas: population-level alcohol and other drug prevention strategies, addressing the social determinants of health at a community level, public health, public policy, and strategic planning
3. Experience in coordinating and facilitating meetings
4. Ability to establish culturally sensitive working relationships with diverse populations in underserved communities
5. Excellent organizational, written, and verbal communication skills; attention to detail
6. Excellent computer skills and knowledge, in the following software: Microsoft, Google, Canva, and desktop publishing software
7. Willing and able to work periodic weekends and/or evenings, as well as travel

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. San Bernardino, Colton, Rialto, Bloomington, Grand Terrace, Patton, Devore, or Muscoy 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, access to a reliable vehicle for work-related travel, and provide proof of valid auto insurance.

The position will require an FBI background check/fingerprinting, and drug testing. However, lived experience should not deter anyone from applying.

To apply, please send a cover letter and resume to communityorganizer@publicstrategies.org in a single PDF.