

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 our **Central Valley** program, which focuses on preventing substance use disorders and related harms through equity-centric community-level strategies that address 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. Collect, analyze, and interpret data from various sources, including community surveys, environmental scans, focus groups, and key stakeholder interviews.
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 Region municipalities
4. Develop and deliver presentations and training for community groups, schools, and partners.
5. Recruit and mentor youth leaders to support prevention and policy and systems change.
6. Participate in community coalition meetings and assist project staff in organizing community forums
7. Build and maintain strong partnerships with community leaders, policymakers, law enforcement, schools, and local agencies.
8. Support the development and implementation of regional strategic prevention plans.
9. Assist with the preparation of reporting, deliverable tracking, and maintenance of compliance documentation.
10. Review current policies related to youth access to alcohol and other drugs.
11. Perform other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Strong interpersonal skills and the ability to build effective working relationships across diverse communities.
2. Familiarity with qualitative and quantitative data collection and analysis
3. Strong organizational, communication, and writing skills.
4. Proficiency in Microsoft Office, Canva, PowerPoint, and other digital communication tools.
5. Ability to adapt quickly in a dynamic environment and work occasional evenings or weekends.
6. Must possess a valid driver's license, reliable transportation, and proof of insurance.
7. Must reside in San Bernardino County.

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. Experience in community advocacy or SUD (Substance Use Disorder) prevention
3. Familiarity with GIS mapping and data visualization tools

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.

The 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.