

Position: Temporary Prevention Specialist – Binge and Underage Drinking Initiative  
Report to: Program Manager  
Salary: Hourly range of \$20.19-\$21.63  
Status: Part-time (20 hours per week), non-exempt through April 30, 2026; timeframe could be adjusted dependent on project funding  
Probation: 90 days  
Benefits: Full benefits: medical, dental, vision, 403B 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 **temporary part-time Prevention Specialist** to support a program focused on preventing substance misuse and alcohol-related harms. The Prevention Specialist will help develop, implement and evaluate upstream prevention plans addressing community norms and policies related to alcohol-related problems, as part of a countywide, multi-agency collaboration effort. 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 Mission Valley in San Diego.

#### **ESSENTIAL FUNCTIONS:**

1. Assist with the development, implementation, and coordination of prevention project activities, including reducing youth access to alcohol and other drugs, utilizing a county-approved work plan.
2. Assist with the Young Advocate program and help to provide leadership to college-age volunteers.
3. Summarize research, literature reviews, and evidence-based strategies to support project goals/activities.
4. Ability to translate technical reports, research papers, statistics, public policy, and institutional policy to lay persons.
5. Maintain key data sources and indicators regarding alcohol use and alcohol-related consequences by monitoring governmental websites and developing relationships with data stakeholders.
6. Design and develop various publications with graphs and charts in Word, Canva, and Excel.
7. Effectively communicate with community members, advisory board members, elected officials, law enforcement, the project funder, and other key stakeholders regarding alcohol prevention activities.
8. Help coordinate, track, document and report on project planning, process and outcomes.
9. Participate and assist with coordinating staff meetings, community meetings, community events and other meetings as needed.
10. Conduct presentations regarding alcohol-related issues.
11. Complete progress reports.
12. Other duties as assigned.

#### **JOB QUALIFICATIONS AND EXPERIENCE:**

1. Experience in a combination of the following areas preferred: population-level alcohol, tobacco and other drug prevention strategies, public health, public policy, public affairs, strategic planning, land use and planning, strategic planning and advocacy.
2. Competency in planning, developing and implementing action plans for educational and advocacy campaigns.
3. Ability to strategically think of outcomes and frame problems/solutions from a community norms and policy perspective.
4. Ability to use social media to build community understanding and capacity around public health messaging and alcohol misuse prevention
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
8. Excellent computer skills and knowledge, including word processing, PowerPoint, desktop publishing software and WordPress

#### **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, 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 cover letter and resume to [preventionspecialist@publicstrategies.org](mailto:preventionspecialist@publicstrategies.org) in a single PDF.