

Position: Program Manager: Prevention Education Program (PEP), West Hollywood/SPA 4
Report to: Regional Director, Los Angeles County
Salary: Hourly range of \$28.85 to \$33.65
Status: Full time, non-exempt
Introductory Period: 90-day Introductory Period
Benefits: Generous benefits package including medical, dental, vision paid time off (PTO), 403B retirement benefits

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 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 Program Manager** for a project that focuses on preventing substance misuse and 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. This position is based out of Culver City, CA, and serves the City of West Hollywood as well as other communities within the Service Planning Area (SPA) 4.

ESSENTIAL FUNCTIONS:

1. Manage staff as direct reports, and take on supervisory duties (such as approvals, timecards, etc)
2. Supervise a team—Oversee alcohol and other drugs (AOD) primary prevention and harm reduction initiatives, including research, data collection and analysis, high school and college-age youth engagement, coalition building, community organizing, and capacity building.
3. Oversee the execution of all work plan deliverables according to predetermined timelines
4. Oversee and participate in day-to-day environmental prevention programs and services across our West Los Angeles service planning area, including (but not limited to): conducting data/research initiatives; leading a community coalition; planning small and large-scale community outreach events; hosting educational workshops, and supporting policy initiatives
5. Conduct and lead programmatic activities that align with the Spectrum of Prevention and Strategic Prevention Framework (SPF)
6. Oversee the implementation of evidence-based strategies and prevention concepts to address substance use/misuse in the West Hollywood community
7. Oversee the recruitment, onboarding, and management of college-aged or older interns
8. Facilitate the planning and execution of two to three annual “sober third space events,” including applying for and securing funding, event planning work such as hiring talent and caterers, and incorporating SUD prevention education into the event.
9. Oversee 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, especially in underserved neighborhoods
10. Lead and engage in upstream substance-use advocacy and policy efforts, including (but not limited to: developing policy briefs; drafting community ordinances; collaborating with legislators, policymakers, and key stakeholders; advocating for policies and reforms at the local, state, and federal levels; and identifying funding opportunities and partnerships to support systems change initiatives.)
11. Assist with the development and implementation of strategic plans to further environmental prevention initiatives
12. Provide assistance in support of other partner agency initiatives, coalitions, or programs
13. Represent our organization at county-wide meetings, initiatives, committees, and task force meetings
14. Oversee and manage program reports, document activities, and compliance files
15. Oversee strategy and daily maintenance of the program’s social media activities
16. Cultivate a positive work culture and communicate constructively with colleagues and upper management
17. Work evenings and weekends and travel periodically to support outreach efforts
18. Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Two to four years of experience in one or more of the following areas: project management, community organizing, alcohol/substance-use prevention work, social determinants of health, public policy, public health, coalition-building, and strategic planning
2. Ability to establish culturally sensitive working relationships with diverse populations, including LGBTQ+ populations
3. Strong writing, public speaking, presentation, group facilitation and training skills
4. Willingness to take direction, function as part of a team, and work collaboratively with others
5. Excellent computer skills and knowledge, including Word, Excel, PowerPoint and other data management software
6. Flexibility - the ability to adapt to change quickly

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. Certification as a Certified Prevention Specialist
3. Familiarity with the Los Angeles area
4. Event planning experience

This job description outlines 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 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 programmanager@publicstrategies.org in a single PDF.