

Position:	Prevention Specialist, Prevention Education Program (PEP), West Hollywood/SPA 4
Report to:	Program Manager, Los Angeles County
Salary:	Hourly range \$25.00 to \$27.88
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 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. 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. Assist in leading the implementation of environmental prevention programs/services within IPS' target communities, including the expansion of sober third space initiatives and events
2. Conduct outreach and-develop relationships with local schools and community organizations in target communities
3. Develop, adapt, and lead educational presentations to diverse audiences across various community-based or school settings
4. Lead and support research and data collection initiatives, including (but not limited to): environmental scans, community needs assessments, key stakeholder interviews (KSIs), focus groups, media reviews, and policy reviews
5. Become an expert in coalition development and substance-use/harm reduction-related topics and curriculum
6. Support and lead IPS agency contributions to external substance use disorder (SUD) initiatives, including community coalition meetings and multi-agency partnership programs
7. Support advocacy efforts with stakeholders and community partners
8. Executing social media outreach and developing materials in partnership with other prevention specialists, and becoming an expert in media advocacy
9. Support the completion of program reports, documentation of activities, and maintenance of compliance files
10. Oversee any PEP4 community interns, including managing their workflow and reviewing internship outputs
11. Take on administrative and clerical tasks, such as (but not limited to): ordering office supplies, managing inventory, and expense reporting
12. Work evenings and weekends and travel periodically to support outreach efforts
13. Other duties as assigned

**JOB QUALIFICATIONS AND EXPERIENCE:**

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

**PREFERRED QUALIFICATIONS:**

1. Bilingual capacity
2. Experience supporting the LGBTQ+ community through public health initiatives
3. Familiarity with West Hollywood and the Metro Los Angeles Area
4. Event planning experience

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