

Position: Community Organizer -- San Bernardino County - East Valley Project  
Report to: Project Manager  
Salary: Hourly range of \$20.67 - \$22.60  
Status: Part-time, non-exempt – 0.50 FTE (20 hours per week)  
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 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 part-time **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 in a diverse team with varying ideas and styles. This position is based out of San Bernardino and serves the communities of Highland, Yucaipa and Redlands.

#### **ESSENTIAL FUNCTIONS:**

1. Collaborate with county agencies, service providers, community leaders, elected officials, law enforcement partners and other key stakeholders
2. Establish new relationships with community partners through cold calling, community events, survey distribution/collection, and other direct contact methods
3. Empower residents to develop and implement equitable policies that prevent substance use/misuse by advancing public health, safety, and social justice, especially in the underserved East Valley neighborhoods
4. Recruit and facilitate a youth group to advance Substance Use Disorder (SUD) prevention policies and support project goals
5. Engage community leaders and residents in project events and advocacy activities
6. Develop and coordinate initiatives supported by the East Valley Community Coalition
7. Cultivate partnerships with additional community groups and community-based organizations
8. Coordinate community forums, workshops, coalition meetings and community-based and school-based training
9. Work in the community with fellow staff and coalition members to administer surveys
10. Establish partnerships with law and code enforcement agencies and coordinate high-visibility enforcement operations
11. Document activities weekly and maintain monthly compliance files and other administrative tasks
12. Collaborate with Program Manager to advance policy through news stories and media events with local reporters and supervise social media use to support youth and community engagement
13. Assist in organizing and facilitating meetings
14. Assist in completing progress reports
15. Other duties as assigned

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

1. Familiarity in one or more of the following areas: population-level alcohol, tobacco and other drug prevention strategies, addressing the social determinants of health at a community level, public health, public policy, public affairs, land use and planning, strategic planning;
2. Excellent organizational, written and verbal communication skills; attention to detail;
3. Capacity to frame policy as an effective strategy for addressing community problems and presenting information clearly and directly;
4. Ability to establish culturally sensitive working relationships with diverse populations in underserved communities;
5. Flexibility – ability to adapt to change quickly;
6. Willing and able to work periodic weekends and/or evenings, as well as travel;
7. Excellent computer skills and knowledge, including word processing, PowerPoint, Canva and desktop publishing software

#### **PREFERRED QUALIFICATIONS:**

1. Bilingual capacity
2. Resident of Highland, Yucaipa or Redlands
3. 2 years' experience in community organizing/youth coalitions

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 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 [communityorganizer@publicstrategies.org](mailto:communityorganizer@publicstrategies.org) in a single PDF.