

Position: Bilingual Program Manager: San Diego County – IPS South Bay
Report to: Director of Prevention Programs
Salary: Hourly range of \$24.04 to \$28.85
Status: Full-time, non-exempt
Introductory Period: 90-day Introductory Period
Benefits: Generous benefits package including medical, dental, vision, paid time off (PTO), and 403B retirement plan

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 bilingual (English/Spanish) Program Manager** to lead its South Region Substance Use Disorder (SUD) Prevention Program. This role provides programmatic leadership and operational oversight for a regional, county-funded prevention initiative serving South Bay communities, including Chula Vista, National City, Imperial Beach, San Ysidro, and surrounding areas. The Program Manager is responsible for ensuring the high-quality implementation of population-level, equity-centered prevention strategies; supervising program staff; managing work plans and deliverables; and maintaining compliance with County of San Diego contract requirements. The ideal candidate is a strong people manager and systems thinker who can balance strategic leadership with day-to-day program execution. The candidate must work well as part of a diverse team with varying ideas and work styles. This position is based out of IPS's Mission Valley office and serves South Region communities, with regular travel throughout the South Bay.

ESSENTIAL FUNCTIONS:

1. Provide overall leadership and direction for the South Region SUD Prevention Program, ensuring alignment with County contract requirements, IPS values, and regional priorities.
2. Oversee implementation of the approved program workplan, ensuring all deliverables are completed on time, accurately documented, and consistent with the scope of work.
3. Monitor program progress, identify challenges or risks, and implement timely adjustments to maintain quality, compliance, and impact.
4. Supervise and support a team - including a part-time community/youth organizer a full-time prevention specialist.
5. Provide regular coaching, feedback, and performance management; support staff professional development and capacity-building.
6. Represent IPS at community meetings, coalitions, County-convened forums, and regional initiatives.
7. Support meaningful youth and community engagement efforts that center lived experience and promote equity-driven systems change.
8. Oversee implementation of environmental prevention strategies that address social and environmental conditions contributing to substance-related harms.
9. Track, document, and report on project deliverables and produce monthly progress reports.
10. Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Experience in one or more of the following areas: population-level substance use prevention, environmental prevention, public health, public policy, community organizing, or strategic planning.
2. Demonstrated experience supervising staff and managing complex projects or programs.
3. Ability to establish culturally sensitive working relationships with diverse populations in underserved communities
4. Willingness and ability to work periodic weekends and/or evenings, as well as travel
5. Excellent organizational, written and verbal communication skills; attention to detail
6. Excellent computer skills and knowledge, including word processing, PowerPoint, desktop publishing software

PREFERRED QUALIFICATIONS:

1. Must be proficient in English and Spanish
2. Resident of South Bay area.

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.