

Position: Program Manager – Youth in Action
Report to: Project Director
Salary: Hourly rate of \$26.44 to \$28.85
Status: Full-time, non-exempt
Probation: 90 day probation period
Benefits: Full benefits: medical, dental, vision, 403B after 90-day probation

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 Program Manager to lead implementation of the Youth in Action program, a youth leadership and civic engagement initiative serving youth ages 12–26 in San Diego County's South Bay and Border Region. Youth in Action builds leadership, strengthens peer and young-adult mentorship, and advances youth-led policy, systems, and environmental change efforts that address the root causes of substance use. This position requires a skilled facilitator and strategic implementer who can manage timelines and compliance requirements while cultivating meaningful relationships with youth and community partners. The ideal candidate brings experience in youth leadership development, prevention or public health strategies, and civic engagement work. 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 and serves the South Bay and Border Regions of San Diego County

ESSENTIAL FUNCTIONS:

1. Lead the day-to-day implementation of the Youth in Action program, ensuring alignment with approved grant workplans, timelines, deliverables, and compliance requirements.
2. Supervise and support program staff, providing coaching, performance feedback, and professional development guidance to ensure high-quality implementation and staff growth.
3. Recruit participants and implement structured Prevention Academies, including coordinating sessions, supporting youth-led segments, engaging families, and overseeing graduation ceremonies.
4. Implement and oversee the Youth in Action Mentor Program, including facilitating mentor trainings, supporting mentor-mentee matching, conducting debrief sessions, and providing ongoing supervision and support.
5. Coordinate youth-led policy, systems, and environmental (PSE) change campaigns, supporting Advocacy Teams through planning, training, campaign implementation, leadership development activities, and milestone celebrations.
6. Collaborate with Media/GIS and other IPS staff to support youth in conducting community assessments, developing environmental impact maps, engaging policymakers, and implementing media advocacy strategies.
7. Oversee program evaluation and documentation, including administration of pre- and post-surveys, tracking participation data, managing stipends and incentives, maintaining compliance documentation, and contributing to grant reports.
8. Facilitate annual youth listening sessions and integrate participant feedback into continuous program improvement efforts.
9. Support program sustainability efforts through documentation of outcomes, storytelling, and collaboration on funding, partnership development, or expansion opportunities.
10. Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Experience in a combination of the following areas preferred: working with youth, population-level alcohol and other drug prevention strategies, public health, public policy, public affairs, strategic planning, and or land use and planning;
2. Ability to establish culturally sensitive working relationships with diverse populations;
3. Flexibility - the ability to adapt to change quickly;
4. Willing and able to work periodic weekends and/or evenings, and travel; and
5. Excellent computer skills and knowledge, including word processing, PowerPoint, Canva, desktop publishing software, and WordPress

PREFERRED QUALIFICATIONS:

1. Bilingual capacity

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 access to 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.