

Position: Community Outreach Specialist – SOR4 Program
Report to: Program Manager
Salary: Hourly rate of \$21.63 to \$22.60
Status: Full-time, non-exempt
Probation: 90-day Introductory Period
Benefits: Generous benefits package: medical, dental, vision, paid time off (PTO) 403B retirement benefit 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 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 Community Outreach Specialist to support culturally grounded substance use prevention and harm reduction efforts in San Diego's South Bay and Border Region. This position plays a key role in building relationships with community members, facilitating engagement, and organizing community-based activities that elevate lived experience and reduce stigma. The ideal candidate is a trusted connector with deep roots in the community, committed to advancing health equity and amplifying community voice through storytelling, outreach, and education. 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. Build and maintain trusted relationships with community members, peer leaders, and promotores;
2. Coordinate culturally resonant outreach events and support campaign logistics in collaboration with program staff;
3. Represent IPS at culturally significant community events (e.g., Día del Niño, Día de los Muertos, Posadas) to deliver bilingual, trauma-informed education on opioid and stimulant use, harm reduction tools (e.g., naloxone, fentanyl test strips), and recovery resources;
4. Facilitate peer storytelling opportunities, stigma-reduction activities, and listening sessions;
5. Assist with training logistics and provide on-site support during events and workshops;
6. Collaborate with program staff to identify community needs and support warm referrals to MAT providers;
7. Collect community feedback and curate quotes, stories, or insights (with consent) for use in outreach campaigns;
8. Develop and oversee the implementation of social media outreach strategies to ensure they effectively align with the program's goals;
9. Track outreach participation, event attendance, and referral outcomes to inform continuous improvement and evaluation;
10. Coordinate inventory and distribution tracking of naloxone, fentanyl test strips, and educational materials in compliance with grant requirements.
11. Contribute qualitative summaries from listening sessions and outreach events for inclusion in evaluation reports.
12. Ensure all engagement is culturally and linguistically responsive, trauma-informed, and grounded in community;
13. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Experience working in and engaging diverse communities, particularly Latine, immigrant or underrepresented populations;
2. Ability to translate complex public health information into accessible, culturally relevant messaging;
3. Experience with community organizing, peer engagement, or grassroots advocacy;
4. Familiarity with harm reduction, behavioral health, substance use prevention, or public health education;
5. Bilingual Spanish/English strongly preferred;
6. Ability to facilitate group dialogue, create welcoming spaces, and center community voice;
7. Strong verbal and written communication skills;
8. Experience using digital communication tools and social media platforms for outreach and engagement;
9. Proficiency in Google Workspace (Docs, Sheets, Drive, etc.), Microsoft Office Suite, and design tools such as Canva;
10. Willingness to work occasional evenings or weekends and to travel as needed.

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, access to a reliable vehicle for work-related travel, and provide proof of valid auto insurance.

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 outreachspecialist@publicstrategies.org in a single PDF.