

Position: Youth Coordinator – Youth in Action
Report to: Program Manager
Salary: Hourly rate of \$20.19 - \$21.63
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 Youth Coordinator** for a program that empowers youth and young adults ages 12–26 in the South Bay and Border Region through leadership development, mentorship, and youth-led civic engagement initiatives addressing the root causes of substance use. 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. 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. Support the implementation of the Youth in Action program by coordinating program activities, youth leadership development opportunities, and community engagement initiatives.
2. Assist with recruitment, outreach, and retention of youth ages 12–26 through partnerships with schools, community organizations, and outreach events.
3. Coordinate logistics and provide facilitation support for Prevention Academy sessions, youth leadership activities, and advocacy team meetings.
4. Support the implementation of the Youth in Action Mentor Program by assisting with mentor recruitment, training logistics, and ongoing mentor-mentee engagement.
5. Assist youth participants in engaging with civic processes such as community presentations, meetings with decision-makers, advocacy campaigns and youth-led initiatives addressing community health issues.
6. Assist with planning and implementation of youth-focused community events, workshops, and showcases the highlight youth leadership and program impact.
7. Maintain regular communication with youth participants to support engagement, participation, and relationship-building during program activities.
8. Support youth in understanding and interpreting community data, research findings, and other technical information, translating complex concepts into youth-friendly formats that participants can use in advocacy efforts, presentations, and community engagement activities.
9. Support program evaluation and documentation by assisting with participant tracking, pre- and post-survey administration, and maintenance of program records.
10. Assist with media advocacy and communications efforts in collaboration with IPS media staff, including supporting youth storytelling, outreach materials, and event promotion.
11. Maintain relationships with community partners and assist in coordinating collaborative program activities.
12. Contribute to program reflection and improvement by sharing observations, youth feedback, and ideas to strengthen programming.
13. Ensure youth programming maintains a safe, welcoming, and supportive environment for all participants.
14. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Experience working with youth or young adults in leadership development, community organizing, prevention, public health, education, or related fields preferred;
2. Experience facilitating youth groups, workshops, or community meetings preferred;
3. Experience supporting youth in creative expression, storytelling, digital media, or community advocacy efforts;

4. Strong communication and public speaking skills, including the ability to support youth in preparing for presentations, storytelling, and advocacy with community stakeholders and decision-makers.
5. Ability to establish culturally responsive and respectful working relationships with diverse populations;
6. Strong organizational and time management skills, with the ability to manage multiple activities and timelines;
7. Bilingual capacity in Spanish and English strongly preferred;
8. Flexibility and willingness to work occasional evenings or weekends and travel locally as needed; and
9. Strong organizational and technology skills, including experience using Google Workspace, presentation software, and communication or design tools such as Canva or similar platforms.

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 youthcoordinator@publicstrategies.org in a single PDF.