

Position: Youth & Community Organizer – San Diego County – IPS South Bay
Report to: Program Manager
Salary: Hourly range of \$20.67 – \$21.63
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 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 **part-time, entry-level Youth & Community Organizer** proficient in English and Spanish for a program focused on preventing substance misuse-related harms through equity-centric community-level strategies. 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. Our corporate office is based in Mission Valley in San Diego, but this position will require working in the South Region of San Diego County.

ESSENTIAL FUNCTIONS:

1. Provide leadership to IPS facilitated youth groups in the South County region of San Diego County, including recruitment, retention, and engagement to support the project's prevention goals;
2. Facilitate and supervise youth coalition activities, including organizing meetings, events, and workshops to support youth-led substance use prevention campaigns.
3. Support youth in developing and delivering presentations, storytelling, and advocacy efforts with community stakeholders and decision-makers.
4. Develop and sustain youth engagement structures to ensure ongoing participation and alignment with long-term prevention goals.
5. Build and cultivate partnerships among youth, community groups, and key stakeholders to advance prevention initiatives.
6. Coordinate activities of IPS-facilitated community groups, coalitions, and action teams, including meetings, town halls, and community events.
7. Support the implementation of public health messaging strategies, including managing social media platforms and contributing to digital outreach efforts;
8. Collaborate with the Prevention Specialist to meet program deliverables and support overall project success.
9. Facilitate data collection activities, including surveys, focus groups, and community assessments, to inform prevention strategies.
10. Provide training and technical assistance to community partners to support prevention campaigns and capacity-building efforts.
11. Assist with a variety of administrative tasks, including documentation, scheduling, and coordination of activities.
12. Complete progress reports and support tracking of program outcomes.
13. Perform 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, including youth coalition engagement, preferred;
3. Strong communication and public speaking skills, including the ability to support youth in presentations, storytelling, and advocacy with community stakeholders and decision-makers;
4. Ability to establish culturally responsive and respectful working relationships with diverse communities;
5. Flexibility and willingness to work occasional evenings or weekends and travel locally as needed; and
6. Strong organizational and technology skills, including experience using Google Workspace, presentation software, and communication or design tools such as Canva or similar platforms.

PREFERRED Qualifications:

1. Bilingual in Spanish and English

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 cover letter and resume to communityorganizer@publicstrategies.org in a single PDF.