

Position: Prevention Specialist – High Desert
Report to: Program Manager
Salary: \$23.08 --\$24.04- per hour
Status: Part-time, non-exempt – 0.60 FTE
Introductory Period: 90-day Introductory Period
Benefits: Generous benefits package: medical, dental, vision, paid time off (PTO), 403B retirement benefits after a 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 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 Prevention Specialist** for our **High Desert** program, which focuses on preventing substance use disorders and related harms using 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 in a diverse team with varying ideas and work styles. This position is based out of San Bernardino County and will serve the communities of Victorville, Adelanto, and Hesperia. This position offers a hybrid work schedule to provide flexibility in working from home and at the regional office in Victorville.

ESSENTIAL FUNCTIONS:

1. Guide and participate in data collection and analysis activities, including risk assessments, environmental scans, focus groups, key stakeholder interviews, and community surveys
2. Provide technical assistance to community coalitions and county-funded SUD treatment providers related to data and research
3. Monitor SUD-related data dashboards and SUD-related harms in the High Desert municipalities
4. Conduct presentations and facilitate training for community groups and other key partners
5. Provide support to Young Advocates, assisting them in the creation of deliverables for CSUSB Field Experience Plans
6. Assist with the recruitment and facilitation of high school and college-age youth groups to advance SUD prevention policies
7. Participate in community coalition meetings and assist project staff in organizing community forums
8. Cultivate collaborative partnerships with community groups, policymakers, community leaders, business owners, law enforcement partners and governmental agencies
9. Assist with the development and implementation of strategic prevention plans
10. Complete progress reports and maintain compliance records
11. Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Familiarity with protocols and procedures for qualitative and quantitative data collection and analysis
2. Ability to establish strong working relationships with diverse individuals and groups
3. Flexibility - ability to adapt to change quickly and work well under pressure in a fast-paced environment
4. Willing and able to work periodic weekends and/or evenings, as well as travel
5. Excellent computer skills and knowledge, including word processing, PowerPoint, and desktop publishing software

PREFERRED QUALIFICATIONS:

1. Bilingual capacity
2. Advocacy experience
3. Project management skills
4. Experience related to SUD (Substance Use Disorder) prevention
5. Familiarity with GIS (Geographic Information System) data mapping and analysis

This job description describes this position's general nature and level of work. This is not a complete list of all required responsibilities, duties, and skills. 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 an insured, reliable vehicle to use during work.

The position will require an 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 preventionspecialist@publicstrategies.org in a single PDF.