

Position:	Program Manager - LISTOS
Report to:	Regional Director
Salary:	Hourly range of \$28.85 - \$31.25
Status:	Full-time, non-exempt – 1.0 FTE
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 **full-time Program Manager** to oversee the implementation of a multi-county disaster preparedness and community resilience initiative across Southern California. This position will coordinate culturally responsive, peer-to-peer preparedness outreach and engagement activities to increase readiness among socially vulnerable communities disproportionately impacted by disasters and emergencies. This position may be based out of any IPS regional office within Southern California. Occasional travel throughout San Diego, Los Angeles, San Bernardino, and Riverside Counties may be required based on program needs, trainings, meetings, and community engagement activities.

ESSENTIAL FUNCTIONS:

1. Oversee day-to-day implementation of the LISTOS Program initiative across multiple Southern California counties;
2. Coordinate recruitment, onboarding, training, and support of Community Resilience Ambassadors, including youth leaders, promotoras, and community advocates;
3. Plan and coordinate culturally responsive preparedness workshops, virtual trainings, outreach activities, webinars, and community engagement events;
4. Build and maintain relationships with community-based organizations, schools, faith institutions, public agencies, and other regional partners;
5. Support implementation of peer-to-peer preparedness education strategies aligned with grant requirements and community needs;
6. Coordinate scheduling, logistics, and communication for in-person and virtual regional outreach and engagement activities;
7. Monitor progress toward outreach, engagement, and preparedness goals across counties and communities served;
8. Track and document program activities, demographic data, engagement outcomes, and deliverables in accordance with grant and reporting requirements;
9. Ensure timely and accurate data entry into required reporting systems and platforms;
10. Collaborate with Prevention Specialists and regional leadership to ensure alignment, quality implementation, and consistent messaging across counties;
11. Facilitate virtual and in-person meetings, trainings, and partner convenings related to preparedness and community resilience activities;
12. Identify implementation challenges and develop practical solutions to support program success;
13. Support development of outreach materials, presentations, virtual engagement tools, and preparedness resources;
14. Represent IPS at virtual and in-person meetings, trainings, conferences, and community events, as needed;
15. Support compliance with grant deliverables, timelines, and fiscal requirements;
16. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Minimum of three (3) years of experience in public health, community engagement, emergency preparedness, prevention, or related field;
2. Demonstrated experience coordinating projects, programs, or community initiatives;
3. Experience working with culturally diverse communities and populations disproportionately impacted by health or social inequities;

4. Strong organizational and project management skills, including the ability to manage multiple priorities and timelines simultaneously;
5. Experience planning and facilitating trainings, workshops, outreach activities, or community meetings;
6. Strong verbal and written communication skills;
7. Demonstrated ability to build and maintain positive, collaborative relationships with community partners and stakeholders;
8. Ability to work independently while also collaborating effectively within a regional team structure;
9. Experience tracking data, monitoring deliverables, and supporting grant reporting requirements;
10. Strong problem-solving skills and ability to adapt to shifting priorities and community needs;
11. Proficiency in Microsoft Office Suite and standard communication and project management tools;
12. Willingness and ability to travel regularly across Southern California counties, including occasional evenings and weekends based on program needs.

DESIRED QUALIFICATIONS:

1. Bilingual capacity, particularly in Spanish/English;
2. Experience with peer-to-peer engagement, promotoras models, youth leadership, or trusted messenger approaches;
3. Familiarity with disaster preparedness, emergency response, community resilience, or mitigation efforts;
4. Knowledge of culturally responsive and trauma-informed engagement practices;
5. Experience coordinating multi-county or regional initiatives.

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.

This position is grant-funded for approximately 18 months. IPS values its employees and makes every effort to support continuity of employment whenever possible.

Position will require FBI background check/fingerprinting and drug testing. However, **lived experience should not deter anyone from applying.**