

***Open Position:*** Community Organizer – San Bernardino County

The Institute for Public Strategies (IPS), San Bernardino, CA is seeking a full time Community Organizer who is responsible for working with diverse communities to foster environmental change to reduce alcohol, tobacco and other drug related problems. Project office is located in the city of San Bernardino, CA.

**ESSENTIAL FUNCTIONS:**

1. Help develop, implement and evaluate a strategic community organizing plan to further alcohol, tobacco and other drug prevention goals;
2. Function as part of a cohesive project team where community organizing is one of several integrated strategies used to progress changes in community standards and norms related to alcohol, tobacco and other drugs;
3. Utilize Community Readiness Assessment Tool to evaluate level of community readiness for environmental change;
4. Collaborate, create, and cultivate partnerships among community groups as well as formal and informal community leaders to create/support ATOD prevention campaign;
5. Conduct presentations on alcohol, tobacco and other drug prevention issues to community groups as requested;
6. Conduct Community trainings and/or Forums that focus on alcohol, tobacco and other drug environmental prevention approach;
7. Facilitate meetings and/or trainings focusing on the components of the environmental prevention models needed;
8. Coordinate, track, document and report on project planning process / strategy;
9. Complete a monthly report that document community organizing activities and outcomes;

**Note: work does not involve any counseling services**

**MINIMUM JOB QUALIFICATIONS AND EXPERIENCE:**

1. 3 years experience working on strategic community organizing with objective of changing community norms and standards;
2. Proven ability to think strategically and conceptually about project outcomes and goals as well as follow through on tactical plans and actions;
3. Ability to establish solid working relationships with communities possessing a wide variety of community norms and standards as well as cultural diversity;
4. Ability to work well under pressure in a fast paced environment;
5. Ability to perform multiple tasks simultaneously;
6. Ability to work independently;
7. Willingness to work periodic weekend and/or evenings and to travel;
8. Excellent verbal and written communication skills;
9. Excellent computer skills and knowledge including word processing, database operations, spreadsheet, and other software systems.

**PREFERRED JOB QUALIFICATIONS AND EXPERIENCE:**

1. Experience in developing and implementing an intentional community organizing campaign plan;
2. Fluent in Spanish;
3. Bachelor's Degree or higher in Public Health or related field.

Successful candidates for this position may include but are not limited to individuals with experience as a

- Policy-based public health advocate
- Strategic Community organizer for policy-based initiative
- Political Campaign manager
- Grass-roots Community organizer

Must have valid California Driver's License and own a reliable vehicle to use during work.

No relocation assistance available.

This is a full-time position (40 hour position) with health coverage and other generous benefits.

See website: [www.publicstrategies.org](http://www.publicstrategies.org) for descriptions of current and past projects.

*To Apply:*

Email cover letter, resume, and salary history to [communityorganizer@publicstrategies.org](mailto:communityorganizer@publicstrategies.org)

*In accordance with ADA guidelines, reasonable 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 is an Equal Opportunity Employer and is committed to fostering diversity within its staff.*