

## ***Open Position: Deputy Strategic Program Director***

The Institute of Public Strategies is seeking a Deputy Strategic Program Director to assist the Executive Director in strategic operations of community change work focused on policy and newsmaking. Specific responsibilities include managing ever-changing strategic and complex community-based project work; representing the organization strategically and creatively; strategically working within communities to support project goal achievement; designing and writing media advocacy materials that support project work; and implementing policy strategies to accomplish project goals. Project office is in Chula Vista, CA.

The full time position with IPS will include full benefits (medical, dental & retirement). Salary commensurate with abilities.

### ***Key Responsibilities include, but are not limited to***

- Provide strategic direction and comprehensive monitoring of project activities;
- Implement project strategic plans with other employees and community members;
- With minimum guidance, design and implement media advocacy items to support project work. These will include news releases, news events, op-ed columns, guest magazine articles and all other sorts of print, broadcast and internet media;
- Identify, establish, and manage relationships with communities and community agencies to support desired outcomes;
- Provide technical assistance, workshops and skill development as needed.

### ***Job Qualifications and Experience***

- Collaborate, create, and cultivate partnerships among community groups to create/support alcohol, tobacco and other drug prevention campaigns (this work is not treatment nor individual-focused prevention);
- Understanding of Environmental Prevention model and ATOD issues;
- High level of technical and news writing skills; broadcast and other newsmaker skills helpful.
- Strong experience working with diverse community groups;
- Ability to interface and coordinate participation with community groups, community non-profits, elected officials, and community members.
- Strategic thinking and decision making abilities. Fast-changing, strategic experience in the public or business sector can bring value to this position.
- Willingness to work periodic weekend and/or evenings and to travel;
- Excellent verbal and written communication skills;
- Able to work in a culturally sensitive and diverse manner;

- Excellent computer skills and knowledge including word-processing, database operations, spreadsheet, and other software systems.
- At least ten years in the post-university workplace in full-time career job/s.

***Education***

Graduation from an accredited college or university with a Bachelor's Degree, AND/OR equivalent experience.

Must have valid CA. Drivers License and own transportation.  
No relocation assistance available.

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 [deputyposition@publicstrategies.org](mailto:deputyposition@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.*