



**Health Education Project Coordinator
JOB DESCRIPTION**

Position:	Health Education Project Coordinator
Reports to:	Higher Education Program Director
Supervises:	Staff and interns as assigned
Position Type:	Full-time, permanent, non-exempt
Schedule:	8:30 am-4:30 pm, with flexibility for evening/weekend hours as needed
Travel:	Up to 10%, mostly local, with some required travel outside of Travis County for conferences and meetings
Compensation:	\$50,000 - \$55,000 depending on experience
Benefits:	Employer-paid medical, dental, vision, short- and long-term disability, and life insurance; retirement plan with 3% employer match; 12 weeks paid parental leave; 15 paid holidays and 18 PTO days during the first year of employment.
Location/ Geographic Responsibility	Austin/Travis County

Background

Effective August 1, 2022, the Texas Campaign to Prevent Teen Pregnancy (statewide), Ntarrupt North Texas Alliance to Reduce Unintended Pregnancy in Teens (Dallas), and Healthy Futures of Texas (San Antonio) have merged to improve the well-being of young Texans through equitable access to sexual health education and resources.

Who We Are

Healthy Futures is a statewide, nonpartisan, nonprofit organization whose mission is to improve the well-being of young Texans through equitable access to sexual health education, resources and services.

Be a part of the team working to ensure that **all** of our communities' teens have access to sexual health information and reproductive health services. Working together, close to the community, with a passionate, committed,



and talented team, you will be able to see the immediate, tangible impact of your work.

We know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities, and sexual orientations to apply to this position.

Equity Statement

Given the intersectionality of systemic racism and reproductive health, we will center racial equity in all aspects of our programs and operations, as evidenced by inclusion of equity in our mission/vision/values; staff job descriptions; board recruitment and training; communications and messaging; and policy priorities. The newly combined organization will be an equal opportunity employer and encourages candidates from diverse backgrounds and identities to apply.

Overview

This position is responsible for collaborating with and providing training/technical assistance for community college staff and students, and participating community agencies, to achieve the objectives of the HFTX Austin Community Colleges BAE B-SAFE project.

Roles and Responsibilities

- Responsible for coordination and implementation planning of assigned education programs
- Monitors progress towards implementation goals and objectives, including assuring collection of performance measures and submitting relevant reports
- Assists in writing, developing, and applying for grants to expand and replicate BAE-B-SAFE programming
- Orients, recruits, and supervises assigned staff, peer ambassadors, and interns
- Plans and conducts trainings in facilitating BAE-B-SAFE programming and other subject matter related to sexual health education
- Identifies and coordinates BAE-B-SAFE outreach and community engagement efforts, pursuing new partnerships, and furthering the development of the BAE-B SAFE clinical linkage and referral system
- Collaborates with Austin Community College staff, clinics, and organizations to build and nurture long-term professional relationships, and addresses areas of concern
- Facilitates and delivers group presentations on teen and unplanned pregnancy prevention, adolescent health, and related topics



- Remains current on topics related to abstinence, contraception, STI's, reproductive health and adolescent health

Minimum Qualifications

- Strong skills in developing and maintaining working relationships with community leaders, partners, and youth
- Demonstrated ability to partner with community organizations, and other stakeholders in an inclusive and participatory manner
- Effective public speaker, comfortable presenting in front of large groups or one-on-one
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Ability to troubleshoot and use critical thinking in high pressure situations
- Strong verbal and written communication skills
- Demonstrated ability to identify training needs and provide community partners with feedback and technical assistance, as needed
- Proficient computer skills in MS Office
- Must have cell phone, with text messaging and work e-mail access
- Proficient in social media platforms, such as Facebook, Twitter, LinkedIn, Instagram, and Google
- Applied experience in health, education, business, or related area
- Minimum of two-years professional experience working with youth or parents in a community health or related field
- Project management experience
- Experience in developing programming and writing reports for funders
- Demonstrated ability to lead a small team or department

Preferred Qualifications

- Applied experience in Health Education, Health Promotion, or a related field
- Certified Health Education Specialist (CHES) certification, or AASECT certification
- Experience in working with community colleges at an administrative level or with peer educators
- Bilingual (English and Spanish)
- Working knowledge of teen pregnancy prevention, adolescent health, and positive youth development
- Experience in working with school districts and/or community agency administration



**healthy
futures
OF TEXAS**

Advancing informed
sexual health decisions

Application Instructions

Please email a cover letter describing interest and qualifications, a résumé, salary history, and a list of 3 professional references to careers@healthyfutures-tx.org. The position will remain open until filled.

Healthy Futures of Texas is committed to actualizing a world, as much as it is in our power to affect, where race and/or other systems that place the value of a human life, people group, or culture within are not determinants for human rights and/or flourishing. We are committed to reflecting this belief in our work towards an equitable world by centralizing and submitting to the imagination, organization, and administration of ideas and strategies of the marginalized, oppressed, and silenced.

Healthy Futures of Texas does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, veteran status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.