

**Program Coordinator, Community Health Education
JOB DESCRIPTION**

Position:	Program Coordinator, Community Health Education
Reports to:	Program Manager, Community Health Education
Supervises:	Directly supervises up to 4 Health Educators
Position Type:	Full time, exempt
Schedule:	9:00 am-5:00 pm, with flexibility for evening/weekend hours as needed
Travel:	Up to 10% for meetings, trainings, etc. primarily in Texas-based locations
Compensation:	\$55,000 - \$60,000 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:	Hybrid, primarily from a home-based office in one of the program communities (Dallas).

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 will engage a network of multi-sector partners that includes child welfare professionals, parents, youth, school district and higher education professionals, faith-based leaders, and sexual health providers. These groups will work together to identify the best strategies in their community to improve optimal health outcomes for young Texans. Strategies will include sharing information and skill-building efforts for youth and the adults who support them, and capacity building in organizations and communities to serve youth, young adults, and their parents.

Roles and Responsibilities

- Builds and manages community partnerships
- Convenes Multi-Sector Teams, including schools, agencies, and organizations, to gather input on community strengths and needs and develop support for implementing interventions
- Trains as a facilitator and/or trainer of EBP interventions identified through the initiative
- Participates in regular meetings with other community sites in this Initiative and develop an implementation plan with other project staff
- Assists with data collection, gathers feedback on the effectiveness of interventions, and identifies needs for adaptation
- Manages MOAs with local implementation partners
- Monitors progress towards grant implementation goals and objectives that comply with organization's plans and vision
- Identifies and supports new partnerships for programming with Statewide Project Manager
- Escalates areas of concern as raised by partners and staff to Statewide Project Manager and Director
- Supervises and provides professional growth opportunities to the Health Educator(s) that are assigned to specific regional community

- Represents Talk About It Texas in the community in a professional manner
- Remains current on topics related to abstinence, contraception, STIs, reproductive health and adolescent health
- Follows compliance standards for the Talk About It Texas brand, and the Healthy Futures parent agency brand
- Assists the Talk About It Texas Marketing Team with the communication strategy for the project
- Represents Talk About It Texas in inter-agency networks and collaborations
- Responsible for following all spending guidelines set by Statewide Project Director
- Performs other related duties and fulfills responsibilities as assigned

Minimum Qualifications

- Demonstrated passion for and 3+ years of experience in the field of adolescent sexual health.
- Strategic thinker with strong leadership skills.
- Demonstrated ability to engage effectively with diverse stakeholders.
- Excellent written and verbal (English) communications skills; including public speaking.
- 3+ years of experience managing programs and projects.
- 3+ years of experience supervising staff.
- 3+ years of experience tracking and reporting on project deliverables.
- 3+ years of experience working in a nonprofit setting.
- Bachelor's Degree in public health or other relevant field from a 4-year accredited college or university; or equivalent experience.
- Proficiency with Google Drive and MS Office Suite.

Preferred Qualifications

- Bilingual (Spanish) preferred.

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 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.