



**Program Manager (Bilingual), Campus Conversations
Rio Grande Valley
JOB DESCRIPTION**

Position:	Program Manager, Campus Conversations Rio Grande Valley
Reports to:	Program Director, Campus Conversations
Supervises:	Health Educator(s) & Intern(s)
Position Type:	Full time, exempt
Schedule:	9:00 am-5:00 pm, with flexibility for evening/weekend hours as needed (10%)
Travel:	Up to 25% for meetings, trainings, etc. primarily in Texas-based locations
Compensation:	\$55,176 - \$61,000 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 areas (Rio Grande Valley)

Who We Are

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



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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 and sexual orientations to apply to this position.

Overview

This full-time position ensures the successful implementation of the **Campus Conversations** program in partnership with higher education institutions to support student success by educating older teens (18-19; and pregnant and parenting youth under age 21) on abstinence and contraception for the prevention of pregnancy and sexually transmitted infections (STIs), including human immunodeficiency syndrome (HIV)/acquired immune-deficiency syndrome (AIDS). The Program Manager supervises Health Educators; collaborates with campus staff for program delivery, in and out of class time, and for on-campus events and activities; facilitates referrals and linkages to adolescent-friendly health care and community services; coordinates faculty and staff professional development; monitors and collects Performance Measures; increases program awareness in the community by participating in local coalitions, initiatives, and councils; and supports the Peer Ambassador Program, including training, events, and implementation coordination. This position is responsible for providing training and technical assistance for partner staff and supports programmatic reports, updates, and other communication, as needed.

Roles and Responsibilities

- Manages implementation and evaluation plans of assigned education programs
- Selects and maintains curriculum menu for Campus Conversations projects
- Monitors progress towards grant implementation goals and objectives that comply with organizations plans and vision, including collection of relevant data and producing assigned reports in a timely manner
- In coordination with Program Director, develops and manages budgets for Campus Conversations programming
- Assists in writing, developing, applying for, and reporting on grants

- Determines tools for managing and tracking progress toward outcomes
- Supervises, orients, manages, and recruits assigned staff and interns
- Works with campus coordinator to support the Peer Ambassador program
- Plans and conducts trainings in facilitating curricula and other subject matter related to sexual health education
- Identifies and coordinates community engagement efforts
- Responsible for pursuing new partnerships for programming
- Collaborates with schools, agencies, and organizations to build and nurture long-term professional relationships
- Resolves areas of concern as raised by partners and staff
- Facilitates and delivers group presentations on teen and unplanned pregnancy prevention, adolescent health, and related topics
- Represents the program and the organization in a professional manner
- Remains current on topics related to abstinence, contraception, STIs, reproductive health and adolescent health
- Follows compliance standards for the Healthy Futures of Texas and Talk About It Texas brands
- Coordinates communication strategy for Campus Conversations programs in partnership with Marketing & Communications department
- Develops and maintains long-term program strategies, in partnership with Program Director
- Represents the organization in inter-agency networks and collaborations
- Performs other related duties and fulfills responsibilities as assigned
- Bilingual (Spanish) responsibilities could include: creation and facilitation of presentations in Spanish, and supporting programmatic needs overall

Minimum Qualifications

- Demonstrated passion for and 3+ years of experience in the field of adolescent sexual health and/or working with youth or young adults, including developing programming, planning events, etc.
- 3+ years of experience managing programs and projects, including developing work plans and schedules, tracking/reporting progress, and meeting deadlines
- 3+ years of experience managing community partnerships, including K-12 or higher education institutions
- 3+ years of supervising staff
- 3+ years of experience managing budgets
- 3+ years of experience tracking and reporting on project deliverables
- 3+ years of experience working in a nonprofit setting
- Knowledge of the local culture and issues, and awareness of community resources and needs
- Proficiency with Google Drive and MS Office Suite
- Strategic thinker with strong leadership skills



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- Demonstrated ability to engage effectively with diverse stakeholders
- Strong communication skills, with the ability to convey ideas effectively in both written and verbal formats to diverse audiences
- Bilingual (Spanish) speaking, writing, and reading is a requirement

Preferred Qualifications

- Bachelor's Degree in public health, education, business or other relevant field from a 4-year accredited college or university; or equivalent experience.
- Master's Degree in public health or other relevant field; or equivalent experience.

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), 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 a welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.