

**Program Coordinator (Bilingual), Higher Education
JOB DESCRIPTION**

Position:	Higher Education Program Coordinator
Reports to:	Higher Education Program Director
Supervises:	Health Educator (s) & intern (s) as assigned
Position Type:	Full-time, Exempt
Schedule:	9:00 am - 5:00 pm, with flexibility for evening/weekend hours as needed (10%)
Travel:	Up to 40-50% for Regional meetings, trainings, etc., primarily RGV-based locations
Compensation:	\$51,000 - \$56,000 depending on experience
Benefits:	Employer-paid medical, dental, vision, short- and long-term disability, and life insurance; retirement plan with 3% 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 home-based office in Hidalgo/Cameron County; Supervision of staff located in Bexar County

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 resources.

Be a part of the team working to ensure that **all** of our communities' teens have access to sexual health information and reproductive health resources. 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 are an equal-opportunity employer and seek individuals of all backgrounds, gender identities, 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 on abstinence and contraception for the prevention of pregnancy and sexually transmitted infections (STIs), including Human Immunodeficiency Virus (HIV)/Acquired Immunodeficiency Syndrome (AIDS). The Program Coordinator is responsible for collaborating with campus staff and faculty, and the UTRGV Program Coordinator to achieve the objectives of the Talk About it Campus Conversations CPREP project, including educating 800 young adults (18 - 19; and under 21 if pregnant or parenting).

Roles and Responsibilities

- Responsible for coordinating and implementing planning of assigned education programs
- Monitors progress towards implementation goals and objectives, including assuring collection of performance measures and submitting relevant reports
- Responsible for direct implementation of approved sexual health education curricula with college-aged youth
- Orients, recruits, and supervises assigned staff, peer ambassadors, and interns
- Communicates effectively about the program components (education, referrals, faculty connections and trainings, community partners) to campus staff, external partners, and new hires to ensure program goals and objectives are met.
- Identifies and coordinates Campus Conversations outreach and community engagement efforts, pursuing new partnerships, and furthering the development of the Campus Conversations clinical linkage and referral system
- Collaborates with UTRGV 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, STIs, reproductive health and adolescent health.
- Bilingual (Spanish) responsibilities would include: creating, facilitating/leading presentations in Spanish, and supporting programmatic needs overall

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 a 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 communication skills, with the ability to convey ideas effectively in both written and verbal formats to diverse audiences
- Demonstrated ability to identify training needs and provide community partners with feedback and technical assistance, as needed
- Proficient computer skills in MS Office
- Proficient in social media platforms, such as Facebook, Twitter, LinkedIn, Instagram, and Google
- Applied experience in health, education, business, or related area
- Minimum of three-five years professional experience working with youth or parents in a community health or related field
- Bilingual (Spanish) speaking, writing, and reading is a requirement.

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
- Working knowledge of teen pregnancy prevention, adolescent health, and positive youth development
- Experience in working with school districts and/or community agency administration

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, 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.

