



Mothers & Babies
PERINATAL NETWORK

Of South Central New York, Inc.

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JOB TITLE: Youth Education Program Manager
(full-time 37.5 hour position)

PROJECT: Adolescent Pregnancy Prevention Education

REPORTS TO: Executive Director

Summary

Under the direction of the Executive Director, the Youth Education Coordinator will implement workplan activities for a variety of programs as designated by their supervisor. All aspects of Youth Services programming will be carried out through a team approach with the coordinator to oversee the project, and educators to facilitate programs.

The ideal candidate will demonstrate experience facilitating evidence-based / curricular-driven programs, is flexible to work with youth in a variety of settings (day or evenings) and is familiar with local resources to make referrals for youth. The candidate must also have the capacity to engage in complex discussions and topics without judgment, have excellent time management and organizational skills and a working knowledge of MS Office, Google Suite, Zoom, and social media platforms.

Responsibilities include but are not limited to:

- Oversight of project activities for implementation of educational program delivery; including planning, implementation, and monitoring.
- Provides supervision of health educators which includes orientation and on-going assessment of training needs, educational opportunity, and professional development, that includes:
 - Direct on-site observation of educational program delivery.
 - Accessibility to health educators to deal with urgent concerns that may occur during programming.
- Ensure timely submission and accurate completion of required reports for contracted programs.
- Assist with the planning and implementation of special projects for youth services and assist with other M&BPN projects, as necessary.
- Develop and execute social media strategies, creating and sharing content and analyzing social data.
- Participation in program evaluation and training as required by NYSDOH.
- Serves as principal representative in targeted community to provide community and public education on comprehensive sexuality education and awareness of family planning services.
 - Identifies venues for delivery of evidence-based programming, including reviewing all components of the evidence-based program and securing their commitment to implement the program with fidelity.
 - Identifies barriers and ensures access to comprehensive reproductive healthcare and family planning services and other essential support services for teens.
 - Establishes relationships with other community health and human service providers and develops referral mechanisms.
- Facilitate comprehensive sexuality education and life skills programming for middle and high school students and parent groups in classroom settings, after-school groups, in community agencies, and possibly virtually.
- Provide medically accurate information pertaining to STI / HIV transmission, pregnancy, and birth control options, including condom use and demonstration.

Areas of Expertise:

- Supervisory skills
- Grant writing
- Experience working with youth and demonstrated ability to be inclusive and non-stigmatizing
- Ability to facilitate discussion /teach classes to youth in a variety of settings on reproductive health topics such as reproductive anatomy, contraceptive methods, STDs, and HIV/AIDS
- Excellent oral and written communication skills, time management skills
- Solid knowledge of Microsoft Office, Google Suite, Zoom, and social media platforms
- Strong organization, data collection, entry, and analysis skills
- Experience and ability to work with members of the community (both professional and consumer)

Preferred skills:

- Knowledge of adolescent development
- Experience and/or willingness to facilitate programs for elementary students
- Experience with LGBTQ+ and youth with intellectual disabilities
- Knowledge of the impact of trauma – trauma-informed education, ACES

Minimum Qualifications:

- Bachelor's Degree in Health Education, Health or Human Services, or related field.
- 2-3 years' experience with provision of comprehensive sexuality education to an adolescent population

Other Requirements:

- Valid driver's license and availability of personal vehicle.
- Proof of COVID vaccination

THE POSITION OF YOUTH EDUCATOR IS CLASSIFIED AS A NON-EXEMPT POSITION AND IS SUBJECT TO THE PROVISIONS OF THE FAIR LABOR STANDARDS ACT.