



Healthy Futures of Texas (HFTX)
Job Description: Program Coordinator
Health Education Program
Exempt Position

Healthy Futures of Texas (HFTX) is a nonprofit organization dedicated to reducing teen and unplanned pregnancy in Bexar County and surrounding areas. We believe that all young people deserve to reach their full potential—and become parents at a time that is right for them and their family.

JOB TITLE: Health Education Program Coordinator
REPORTS TO: Chief Operating Officer (COO)

JOB SUMMARY: This full-time position is responsible for coordinating all efforts within Health Education, (non-federally funded) at HFTX.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and plans implementation, and evaluation of assigned education programs
- Monitors progress towards grant implementation goals and objectives that comply with organizations plans and vision, including assuring collection of relevant data and producing relevant reports in a timely manner
- In coordination with direct Supervisor, develops and manages budgets for education programs
- Engages with leadership team in complex planning scenarios
- Assists in writing, developing and applying for grants to help support the health education program
- Supervises, orients, manages, and recruits assigned staff, interns, and volunteers
- Monitors employee productivity and provides constructive feedback and coaching
- Plans and conducts trainings in facilitating curricula and other subject matter related to sexual health education
- Identifies and coordinates community engagement efforts
- Responsible for qualifying and pursuing new partnerships for programming
- Collaborates with schools, agencies, and organizations to build and nurture long-term professional relationships
- Escalating and resolving areas of concern as raised by partners
- Facilitates and delivers group presentations on teen and unplanned pregnancy prevention, adolescent health, and related topics
- Represents HFTX in the community in a professional manner
- Remains current on topics related to abstinence, contraception, STI's, reproductive health and adolescent health
- Performs other related duties and fulfills responsibilities as assigned

SKILLS, ABILITIES, AND OTHER REQUIREMENTS:

- Demonstrated strong skills in developing and maintaining working relationships with community leaders, parents, youth, and school district personnel
- Demonstrated ability to partner with school districts, community organizations, and other

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stakeholders in an inclusive and participatory manner

- Effective public speaker, comfortable presenting in front of large groups or one-on-one
- Demonstrated ability to work independently and as a team member with minimal supervision
- Ability to troubleshoot and use critical thinking in high pressure situations
- Strong interpersonal and leadership skills
- Self-motivated, organized, flexible, adaptive, detail-oriented, and creative
- Strong verbal and written communication skills
- Demonstrated ability to relate to people of varied ethnicities, ages, backgrounds, and abilities
- Demonstrated ability to identify training needs and provide community partners with feedback and technical assistance, as needed
- Proficient computer skills in MS Office is required
- Must be willing/able to work evenings and weekends as assigned
- 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

EDUCATION AND EXPERIENCE QUALIFICATIONS:

- Bachelor's degree in health, education, business, or related area
- Minimum of three-years professional experience working with youth or parents in a community health or related field
- Proven experience as a supervisor
- Project leadership experience, including developing work plans and schedules, tracking/reporting progress, and meeting deadlines
- Experience in developing programming, writing grant applications and reports for funders
- Demonstrated ability to lead a small team or department

PREFERRED QUALIFICATIONS:

- Master's degree in Public Health, Health Education, or related field
- Certified Health Education Specialist (CHES) certification, or AASECT certification
- Working knowledge of teen pregnancy prevention, adolescent health, and positive youth development
- Demonstrated commitment to cultural pluralism
- Demonstrated ability to relate to students of varied ethnicity, ages, backgrounds, and abilities
- Experience in working with school districts and/or community agency administrative level staff
- Bilingual (English and Spanish)

WORKING CONDITIONS & TRAVEL REQUIREMENTS:

- Work Location: San Antonio, TX
- Must have Valid Texas Driver's license
- Travel within Bexar County and surrounding counties when needed, with personal insured vehicle required
- Some out-of-town travel required
- Must have cell phone with texting capabilities
- Office environment, school classrooms, community agency environments

EXTERNAL/INTERNAL CONTACTS

- External contacts include collaboration with school district staff and students/parents, community agency staff and youth/parents, and health providers
- Internal contacts include Healthy Futures of Texas staff

FINANCIAL RESPONSIBILITY/DECISION MAKING

- Responsible for creating and managing Health Education program budget, with assistance from COO

SUPERVISION

- Health Education Health Educators
- Interns/Volunteers

APPLICATION PROCEDURE: Please email a cover letter describing interest and qualifications, a resume, salary history, and a list of 3 professional references to: jobs@hf-tx.org

APPLICATION CLOSE DATE: Open until filled, with preference given to applications received by **January 18, 2019**.

Healthy Futures of Texas is an equal-opportunity employer; women, people of color, members of LGBTQ communities, and people with disabilities are encouraged to apply. Applicants should be aware that a criminal background check and drug screen will be required prior to hiring.