

Alice Aycock Poe Center for Health Education

Job Description

Position: Health Educator (Family Life)

Type: Full Time (40 hours/week)

Reports To: Family Life Director

Under the direction of the Family Life Director, the Health Educator (Family Life focus) assists in the implementation of Family Life educational programs at the Poe Center. The Health Educator will assist with the program deliverables of the 21st Century grant, DPI contract, admissions, and other contracts as needed. This position is full-time with benefits.

Duties and Responsibilities:

- Implement Family Life programs and other Poe Center programs.
- Assist in updating Family Life curricula and resources annually.
- Assist in the creation and development of program materials and documents.
- Work with community partners and schools.
- Assist with the development of procedures and forms to assure appropriate documentation as required by grants.
- Perform other duties as needed and assigned by the Family Life Director.

Qualifications and Requirements:

- Bachelor's Degree in Public Health or Public Health Education preferred.
- Certified Health Education Specialist preferred.
- Experience in teaching in learner centered training environments.
- Demonstrate skills in curriculum development and implementation.
- Demonstrate understanding of Positive Youth Development frameworks and models.
- Computer literacy required.
- Demonstrate excellence in written, oral, and interpersonal communication skills.

Interested parties should send a resume, cover letter to:

Robin Pittman, MS, CHES

Family Life Director

Poe Center for Health Education

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Raleigh NC 27610

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