

Alice Aycock Poe Center for Health Education | Job Description

Position: Family Life Senior Health Educator

Reports to: Family Life Senior Director

Hours/week: 40

Position Summary:

Under the direction of the Family Life Senior Director, the Family Life Senior Health Educator assists and provides leadership in the managing, planning, development and implementation of the Family Life Educational programs at the Poe Center. They will supervise a team of Health Educators to provide programming and grant deliverables. The Senior Health Educator will also support executing, implementing, and reporting of the Department of Public Instruction contracts along with other grant deliverables as needed. This position is full-time with benefits.

Qualification Requirements:

- Bachelors Degree in Public Health or related field required
- Certified Health Education Specialist preferred
- Experience in sexual health education, adolescent health, reproductive health, or family life education programs.
- Experience working with schools, youth-serving organizations, parents, and community partners on sexual health and family life topics.
- Minimum of two years of teaching, training, or facilitation experience. (Education and experience will be considered in combination)
- Experience in program management
- Demonstrate skills in curriculum development are preferred.
- Data analysis and reporting experience preferred.
- Demonstrate excellence in written, oral and interpersonal communication skills.
- Available on non-traditional work hours such as early mornings, evenings and weekends occasionally.

Major Duties and Responsibilities:

- Lead and direct implementation of Family life programs' core elements including deliverables, evaluation, data collection and management, and reporting.
- Assist with maintaining and updating Family Life curricula and resources for the Poe Team.
- Work with community partners and schools
- Monitor the development and implementation of on-going evaluation of program effectiveness
- Assist with development of procedures and forms to assure appropriate documentation as required by grants
- Support the implementation, monitoring, and reporting of contract and grant requirements.
- Collaborate with the Substance Use Prevention team to assist with implementation of their programs.
- Supervise a team of Health Educators
- Perform other duties as needed and assigned by the Family Life Program Director.