

Alice Aycock Poe Center for Health Education | Job Description

Position: PREPare for Success Health Educator

Reports to: Family Life Senior Director

Hours/week: 20 hours per week with a possibility to move into a 40 hour position

Position Summary:

The Health Educator is responsible for implementing the PREPare for Success initiative at AdVance Academy. This position facilitates programs designed to promote adolescent development, prevent teen pregnancy and sexually transmitted infections, and strengthen life and leadership skills among youth. The Health Educator will deliver the Teen Outreach Program (TOP) curriculum and Poe Center programming with fidelity. This position requires an educator who will work with adolescents in high-need school environments and who can build trust with youth experiencing significant life stressors. The Health Educator will plan and coordinate service-learning projects, and co-lead the Youth Leadership Council and Community Advisory Council. The Health Educator will work closely with school staff, caregivers, and community partners to ensure program success.

Qualification Requirements:

- Bachelor's degree in Public Health or related field (Master's degree preferred)
- Strong classroom management, communication, and facilitation skills
- Teen Outreach Program (TOP) certified preferred. If not, must be available week of September 14th for training
- Experience working with justice-involved youth or youth experiencing risk factors
- Strong classroom management in nontraditional settings
- Understanding of or willingness to be trained in positive youth development, trauma-informed practices, sexual health and healthy relationship education.
- Demonstrate excellence in written, oral and interpersonal communication skills.

Duties and Responsibilities:

- Facilitate weekly sessions at AdVance Academy Alternative School using the Teen Outreach Program
- Create supportive, youth-centered environments that encourage participation, reflection, and growth.
- Maintain accurate documentation in alignment with PREP grant requirements, including attendance tracking, data collection, and timely reporting.
- Co-lead the Youth Leadership Council and guide youth in planning and implementing one community project each year.
- Administer entry and exit surveys, track attendance, and maintain participant confidentiality.
- Collaborate with school staff and caregivers to support recruitment, participation, and family engagement.
- Participate in training, coaching, and fidelity monitoring to ensure consistent quality and alignment with program standards.
- Proficiency in the use of educational and office technologies, including, but not limited to Microsoft Word, PowerPoint and Excel.
- Ability to make independent decisions and manage various responsibilities with minimal supervision.
- Ability to develop clear, concise program goals, objectives, work plans and reports.
- Ability to work effectively as a team member in a diverse workplace.
- Ability to lift up to 15 pounds.
- Ability to travel across the state of North Carolina.
- Ability to occasionally work nights and weekends.
- Other duties as assigned by the supervisor.

