Job: Teens Climb High Coordinator
Reports to: Director of Education Programs
Salary: $37,000
Classification: Full-time, exempt from FLSA; Evening and weekend hours may be required
Benefits: Compass Center currently provides medical, dental and vision benefits; also, paid time off, holidays and additional benefits.

Organization Summary: Compass Center for Women and Families is hiring a full-time Teens Climb High Coordinator. Join this experienced team, working with a committed staff and our dedicated volunteers to continue Compass Center’s long history of successful service delivery to community members in Orange County and the surrounding area. Compass Center is proud to serve over 5,000 clients each year with essential programs and services like career and financial education, legal resources, and support groups, all open to the public. Additionally, Compass Center is the only Orange County resource for comprehensive domestic violence crisis services. Compass Center works closely with Chapel Hill-Carrboro City Schools, offering sexual health programming and empowerment programs related to healthy relationships in middle school health classes.

Position Summary: The Teens Climb High Coordinator is responsible for the planning and implementation of the Teens Climb High (TCH) sexual health education and youth development program. TCH delivers Making Proud Choices!, an evidence-based curriculum in 9th grade health classes focused on pregnancy and sexually transmitted disease prevention.

Essential Job Duties and Responsibilities:

- Oversee Teens Climb High program including curriculum selection, development, planning, implementation, supervision of interns and grant management.
- Assist with the coordination of TCH specialist scheduling and tasks.
- Implement with fidelity evidence-based models for adolescent health promotion that address the following topics: comprehensive sexuality education, communication skills, decision-making and goal setting.
- Act as a liaison with schools and participate in inter-agency committees.
- Coordinate registration, enrollment and consent issues for program participants.
- Plan and implement special events and enrichment activities for TCH participants and parents.
- Provide referrals to community resources to TCH program participants and their families.
- Maintain participant records and documentation of activities.
- Complete monthly and annual reports to funders.
- Ensure adherence to annual budget guidelines.
- Coordinate ongoing evaluation of program outcomes.
• Recruit, engage, and lead local stakeholders to serve on a Community Advisory Committee.
• Work with mentoring agencies to ensure mentors for TCH participants as needed.
• Ensure compliance with state and federal reporting laws regarding minors.
• Participate in weekly staff rotation, answering the office line and participating in scheduling information and referral staff meetings.
• Other duties as assigned by supervisor.

Qualifications:
• Bachelor’s or Associate’s Degree preferred or equivalent experience.
• Must be trained to implement Making Proud Choices! Curriculum.
• At least one year of experience working in a classroom setting, providing health education or providing group facilitation to adolescents.
• Strong facilitation and presentation skills.
• Exhibit a passion for working with young people and comfort being in front of a classroom and leading presentations/activities about sexual and reproductive health education.
• Demonstrated experience with program coordination, implementation and evaluation.
• Demonstrate cultural sensitivity and the ability to work with diverse groups. Possess empathic listening and communications skills that can be adapted for students with various needs.
• Enjoy working with a team of other committed and passionate staff members.
• Demonstrate the ability to perform job duties with a high degree of initiative and professionalism; demonstrated sound judgment, and patience.
• Possess a valid driver’s license, automobile insurance, and reliable vehicle.
• Fluency in spoken and written Spanish and English preferred.

We actively encourage diverse candidates to apply. Compass Center for Women and Families provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status. Please send resume and cover letter to employment@compassctr.org by November 13.