



**Focused Pregnancy Prevention for Mississippi Teens (Focus4Teens) Project Coordinator/
Director of Community Engagement**

Position

Reporting to the Focus4Teens Project Director, the Project Coordinator will spend 90% of the time supporting Teen Health Mississippi's (THMS) Centers for Disease Control and Prevention's (CDC) 5-year cooperative agreement to work with publicly funded health centers and youth-serving systems to reduce teen pregnancy among youth from vulnerable populations in Coahoma, Quitman, and Tunica Counties in the Mississippi Delta. The Project Coordinator will support the Project Director and work in collaboration with the Focus4Teens Implementation Team, including the Project Evaluator, Program and Clinical TA Provider(s), and a national Training and Technical Assistance Provider (T&TA provider) to

- 1) Oversee the project and all deliverables;
- 2) Maintain relationships in the community;
- 3) Ensure the project is being run as intended; and
- 4) Coordinate evaluation requirements.

The Project Coordinator will work in conjunction with the Focus4Teens Implementation Team and a national T&TA Provider, Cicatelli Associates, Inc. (CAI), to plan and coordinate (as identified) training and technical assistance to health center partners and youth-serving system partners. The Project Coordinator will support the Program and Clinical TA Provider(s) in facilitating the completion of a comprehensive capacity and needs assessment from which annual T&TA plans for each health center and youth-serving system partner will be developed. The coordinator will provide ongoing T&TA to support implementation of the plan and to facilitate continuous quality improvement (CQI) activities. On an ongoing basis, and to support CQI activities, the Project Coordinator will partner with the lead evaluator to analyze performance data from partners to monitor implementation; monitor linkage relationships; ensure accurate and timely data collection from health center and youth-serving system partners and timely submission to CDC. The Project Coordinator is the primary contact with CDC and will attend all project meetings and submit all reports.

The Project Coordinator will spend the remaining 10% of time working with THMS staffers to expand youth-friendly health care goals by:

- 1) Taking lessons learned from the Focus4Teens initiative and helping to expand key lessons throughout the state of MS;
- 2) Building linkages between statewide clinics, universities, and other healthcare organizations to support youth friendly healthcare;
- 3) Collaborating with the MS Sex Education Training Cadre to support youth friendly health care goals.

Responsibilities

Collaborate with the Focus4Teens Program and Clinical TA Provider(s) and the national T&TA Provider

- Work closely with the Program and Clinical TA Provider(s) and national T&TA Provider (CAI) to develop necessary training materials that are in adherence with CDC standards and known best practices.

Oversight and management of Focus4Teens project

- Assure project activities are consistent with cooperative agreement guidelines and budget.
- Prepare and submit all CDC reports in collaboration with the evaluator.
- Develop strategic goals and activities.
- Develop, plan, implement, and evaluate all CDC grant deliverables.
- Assume role of primary contact with CDC and attend all national meetings related to CDC work.
- Support the development, monitoring, and coordination of Focus4Teens implementation plan.

- Serve as Teen Health Mississippi’s content expert in areas related to referral systems, evidence-based clinic guidelines, and working with vulnerable youth in primarily African-American communities. Maintains working knowledge of the latest research, developments, trends, and national experts.

Financial Management

- Work with Teen Health Mississippi’s Business Official and Project Director to oversee and manage multiple contracts and mini-grants from Teen Health Mississippi to local partners in the MS Delta; ensure all grant requirements are fulfilled by partnering agencies.
- In collaboration with the Business Official and Project Director, monitor multi-year, multi-million dollar project budget to assure overall effective financial management.

Facilitate coordination between health center partners and youth-serving system partners

- Work with partnering organizations and community stakeholders to develop a Key Partnership Team in the project area; responsible for the planning and facilitation of regular Key Partnership Team meetings.
- Oversee the provision of workshops, presentations, and training and technical assistance on proven effective strategies in teen pregnancy prevention and effective referral systems for the partner organizations through assessments, training events, site visits, technical assistance, and through other strategies as appropriate.

Manage data collection and reporting for performance management and continuous quality improvement activities

- Work with CDC, Evaluation consultants, CAI, and project staff to ensure all evaluation protocols are followed, data is collected in a timely manner, and evaluation data is utilized in the planning and improvement of services.

Perform other duties as assigned

- Function in accordance with the organization’s strategic plan and promises while communicating as a representative of Teen Health Mississippi. Participate in regularly scheduled Teen Health Mississippi staff meetings and retreats.

Qualifications

Required

- Bachelor’s degree in public health, social work, or related field.
- Strong knowledge and demonstrated experience in the field(s) of health promotion, HIV/teen pregnancy prevention, adolescent development, or a related field.
- Demonstrated experience in
 - working with diverse communities and building and coordinating successful community-wide initiatives.
 - developing partnerships, recruiting organizations, and securing leadership support for participation in a project and coordinating all partnership activities.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Excellent judgment and creative problem-solving skills.
- Demonstrated cultural competence, with a strong ability to communicate to diverse groups in a highly politicized environment.
- Ability to work autonomously and value accountability for results.
- Ability to make wise decisions in a changing environment and anticipate future needs.
- Excellent and persuasive communicator.
- Energetic, flexible, collaborative, and proactive.
- Exceptional written, oral, interpersonal, and presentation skills.
- Ability to operate as an effective tactical as well as strategic thinker.
- High degree of professionalism in all interactions.

- Passion for Teen Health Mississippi’s mission, shared core values, and support for the Creating Healthy and Responsible Teens (CHART) agenda. Specifically, a candidate must support Teen Health Mississippi’s commitment to
 - improving teen sexual and reproductive health through the use of medically accurate, evidence-based interventions designed to (1) delay initial sexual activity, (2) reduce the frequency and number of partners, and (3) promote correct and consistent condom use.
 - improving teen sexual and reproductive health through access to youth-friendly healthcare.

Strongly Preferred

- Master’s degree in public health, social work, or a related field with 3-5 years of experience managing grants and monitoring contracts.
- Previous experience working with health centers and youth-serving systems in Coahoma, Quitman, and Tunica counties.
- Knowledge of state and federal laws and regulations governing the provision of sexual and reproductive health services, especially for youth.
- Knowledge of evidence-based, youth-friendly sexual and reproductive health clinical services, evidence-based clinical guidelines, administration, financing, and organization of clinical services, public health principles, and social learning theories.
- Demonstrated experience in
 - working with organizations to develop effective policy and procedures.
 - operating programs within confines of a budget and program budget and oversight.
 - working with senior leaders and staff at youth-serving systems and health centers and collaborating with other training organizations.
 - successfully managing a similarly funded project and/or health-related programs/projects targeting youth.
 - planning, designing, and implementing teen pregnancy prevention programs with a focus on establishment of effective referral systems.
 - working on systems change with health centers and large youth-serving systems such as education, juvenile justice, foster care, and social services.
 - working with Title X providers and federally qualified health centers.
 - providing training and technical assistance to organizations on adolescent sexual and reproductive health and teen pregnancy prevention.

Other Details

- Teen Health Mississippi is based in Jackson, MS. **However, this position will be based in Clarksdale, MS.**
- Must be able to travel in-state a minimum of 1-2 days per week, usually within the project region, and nationally 2-4 times per year, depending on training needs, CDC meetings, etc.
- Office hours are Monday-Friday, 9-5. However, this position may occasionally require work outside of standard work hours to accommodate youth-serving system or clinical staff.

Compensation

- \$50,000-60,000 annual salary; commensurate with education and experience.
- Benefits include health and retirement as well as paid time off as described in the Teen Health Mississippi Employee Handbook.

Application Requirements and Process

Requirements

- A cover letter,

- Recent resume,
- Employment Application Form,
- Contact information for three professional references who can speak to the candidate's work ethic and character. (NOTE: At least one reference must have directly supervised the candidate's work.)

Process

- We will have a rolling application process, but applications received before November 1, 2018, will have priority. The position may be filled prior to that date.
- Applicants should email their materials to contact@teenhealthms.org.
- Once we have received all materials from a candidate, we will notify the candidate that we have a complete application.
- After a review of applications received, we will schedule brief phone interviews with candidates meeting required qualifications. Candidates advancing to later stages of the process will be asked to respond to essay questions, a job-related task, and a final interview. Candidates may be rejected at any point in the process.
- The interview process will include a thorough social media background check as well as civil and criminal background checks.

Tips for Applicants

- Only applicants meeting the minimum required qualifications will be considered.
- Research Teen Health Mississippi beforehand and understand our mission and shared core values, specifically with our work surrounding adolescent health and sexuality education in Mississippi. Candidates should also view www.teenhealthms.org for more about Teen Health Mississippi's sex education work.
- If you are invited to a finalist interview, we WILL call all of your references. Please make sure to provide contact information for three professional references who can speak knowledgeably about your work ethic and character. At least one reference must have directly supervised you.
- Over the course of the selection process, we will thoroughly check your public online presence, which includes a social media audit (Facebook, LinkedIn, Twitter, Pinterest, etc.) as well as a search of your online posts and references. We advise applicants to closely monitor their privacy settings on their social media accounts.
- Before you submit your application, please PROOFREAD all materials you are submitting (cover letter, resume, Employment Application Form, 500-word writing sample, and contact information for three professional references). The application is a candidate's opportunity to put her best foot forward; do not let our first impression of you be one of carelessness.

