Position
The Director of Education and Training, who reports to the Deputy Director, will support Teen Health Mississippi's (THMS) efforts to expand access to and improve the quality of sex education and youth-friendly healthcare for young people in Mississippi. The Director of Education and Training will provide trainings for research-based sex education, youth-friendly healthcare, and related curricula, design and implement professional development opportunities for educators teaching sex education and healthcare providers who serve young people, and design and implement workshops and resources for parents, community-based organizations, and faith-based organizations. This staff member will work with partnering organizations such as school districts, colleges, health clinics, and organizations statewide and nationally to provide training and professional development for current and future sex education teachers and healthcare providers. Such work is grounded in positive youth development and supports the overall mission of improving access to high-quality sexual and reproductive health education and services for young people in Mississippi.

Responsibilities
Expanding access to high-quality (i.e., research-based, medically accurate, and age-appropriate) sex education and youth-friendly healthcare.
- Compile, develop, and implement sexual and reproduction health-related resources and trainings for educators, healthcare providers, and other youth-serving professionals.
- Collect, analyze, and organize data from training evaluations provided by all THMS staff and contractors for quality assurance and research purposes.
- Manage the THMS Training Cadre and coordinate trainings across the state.
- Provide Evidence-Based Intervention (EBI) trainings for educators and healthcare providers across the state.
- Continuously survey parents, teachers, healthcare providers, and askable adults statewide to improve the quality of sex education and youth-friendly healthcare for young people.
- Support work of the Deputy Director in expanding and implementing THMS’s sex education programming, primarily through providing trainings and professional development for sex education teachers across the state.

Ensure youth voices are centered in the compilation, development, and implementation of THMS education and training products and productions.
- Work closely with Director of Youth Engagement and young people in the development of workshops and trainings to ensure they reflect youth’s strengths and needs.
- Work with Director of Youth Engagement to continuously survey youth to improve the quality of sex education and youth-friendly healthcare for young people.

Support the growth of Teen Health Mississippi work.
- Establish strategic partnerships with other training organizations, nationally and within the state, to expand the reach and quality of THMS services.
- Identify and partner with state and national partners including national training organizations, the State Departments of Health and Education, universities, centers, and community-based organizations.

Other duties as assigned.
- Perform other duties as assigned by the supervisor.

Qualifications
Required
- Bachelor’s degree with at least five years of continuous full-time work experience in a youth sexual and reproductive health-related field or a Master’s degree in a public health-, education-, and/or public policy-related field.
- Innovative thinker with a track record for translating strategic thinking into action plans and output.
- Excellent judgment and creative problem-solving skills.
• Demonstrate 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.
• Knowledge and/or experience in the field of sexual and reproductive health education and services.
• Experience training adults, preferably in the area of teen sexual health, using research-based facilitation tactics and adult learning theory.
• Passion for Teen Health Mississippi’s mission, shared core values, and support for the THMS agenda. Specifically, a candidate must support Teen Health Mississippi’s commitment to improving teen sexual and reproductive health through the use of research-based, medically accurate, and age-appropriate sex education and the promotion of respectful, accessible, and confidential sexual and reproductive health services.

**Strongly Preferred**
• Demonstrated knowledge and/or experience in working with K-12 school districts, teachers, and students.
• Demonstrated knowledge and/or experience in working with healthcare professionals and staff.
• Program management and/or evaluation experience.

**Other Details**
• Teen Health Mississippi has offices both in Jackson, MS and Clarksdale, MS. This position is based can be based in either office.
• Must be able to travel in-state a minimum of twice a month, and nationally 2-4 times per year, depending on training needs.
• Office hours are Monday-Friday, 9-5. However, this position may occasionally require work outside of standard work hours to accommodate youth-serving systems 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 February 29, 2020, 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 sex 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, and contact information for three professional references). The application is a candidate’s opportunity to put the person’s best foot forward; do not let our first impression of you be one of carelessness.
## Employment Application Form

### Applicant Information
Name: ________________________________
Current Address: ________________________________

(Street) (City) (State) (Zip Code)
Home Phone: __________________________ Cell Phone: __________________________
Email Address: ________________________________

### Personal Information

Please circle “yes” or “no” for each of the following questions.

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<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Are you a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?</td>
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<td>2. This position will require residency in or around Jackson, MS or Clarksdale, MS. If hired, are you willing to relocate to Jackson, MS or Clarksdale, MS?</td>
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<td>3. If hired, would you be able to provide your own transportation to/from work?</td>
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<td>4. This position may require occasional work on weekday evenings and weekends for various trainings and in- and out-of-state conferences. Can you commit to these additional hours?</td>
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<td>5. Are you able to perform the responsibilities of this job for which you are applying, either with or without reasonable accommodation?</td>
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<td>6. Do you understand that by applying for this job you will be subject to a criminal, civil, and social media background check?</td>
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<tr>
<td>7. Have you ever been indicted or convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a misdemeanor or felony which relates to the welfare of children?*</td>
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If you answered “Yes” to Question #7, please describe the crime(s) – state the nature of the crime(s), when and where convicted, and disposition of the case(s) in this space:

*Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event and the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered.