

# TEEN HEALTH MISSISSIPPI



## Program and Training Coordinator

### **Position**

The Program and Training Coordinator, who reports to the Deputy Director of Teen Health Mississippi (THMS), will support efforts to schedule, organize, recruit participants for, and facilitate trainings, both virtual and in-person, in the THMS catalogue of trainings. The Program and Training Coordinator will work closely with the THMS Deputy Director, THMS Director of Education and Training, THMS Director of Communications, and THMS Director of Healthcare and Outreach.

### **Responsibilities**

*Coordinate Teen Health Mississippi's Virtual, In-Person, and Asynchronous/Self-Paced Trainings for Youth-Serving Professionals.*

- Deliver trainings, both virtual and in-person, in the THMS catalogue of trainings, including the LGBTQ, Pregnancy Assistance Fund, Trusted Adult, and Youth-Friendly Healthcare Training Series
- Coordinate THMS's asynchronous/self-paced trainings
- Schedule virtual and in-person trainings and coordinate trainers for each training
- Work with the Director of Communication to promote trainings and recruit participants for the scheduled virtual, in-person, and asynchronous/self-paced trainings
- Communicate with training registrants before, during (for asynchronous/self-paced trainings), and after trainings
- Keep records on trainings and training participants for reporting purposes
- Develop internal methods to ensure quality control of trainings before, during, and after trainings
- Seek continuing education (CE) credit approval for THMS trainings for a variety of disciplines (e.g. educator, CHES, social worker, counselor, etc.) and keep records on awarded CEs
- Work with the Director of Education and Training and Director of Healthcare and Outreach to develop new trainings relevant for the youth-serving professionals we serve

*Other duties as assigned.*

- Perform other duties as assigned by the supervisor.

### **Qualifications**

- Bachelor's degree in public health, education, social work, or related field.
- Strong knowledge and demonstrated experience in the field(s) of health promotion, adolescent development, education, or a related field.
- Must be adept at delivering/facilitating trainings designed to use a strength-based approach to learning.
- Demonstrated experience in working with adults and/or youth serving adults by building and coordinating successful community-wide initiatives.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.

- 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 and shared core values.
- Specifically, a candidate must support Teen Health Mississippi's commitment to improving teen sexual and reproductive health through the use of medically accurate, research-based interventions.

#### **Compensation**

- \$45,000 annual salary
- 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 December 15, 2021, will have priority. The position may be filled prior to that date.
- Applicants should email their materials to [contact@teenhealthms.org](mailto: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](http://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 their best foot forward; do not let our first impression of you be one of carelessness.

