



## **Job Description: Program Coordinator**

**Basic Function:** The Program Coordinator is employed by BirthMatters and is responsible for *Teen Pregnancy Prevention* program services and educational opportunities for youth and adults. In addition, the Program Coordinator will be required to perform the essential functions of the *Teen Pregnancy Prevention* program and in general, including but not limited to those listed below. Work may require approximately one Saturday Event per month and work as coordinator of all teen pregnancy prevention events and programs. This position is full time. The Program Coordinator will report to the Executive Director.

### **Nature and Scope:**

- Provide supervision to staff to ensure all grant expectations are being met;
- Work with the Pregnancy Prevention Initiative Advisory Committee to plan, implement, and conduct community-based *Teen pregnancy Prevention* programs and events;
- Develop and adhere to an evaluation plan and the necessary evaluation instruments to ensure all outcome objectives for the *Teen Pregnancy Prevention* initiative are being met;
- Manage collecting data, as well as generating quarterly reports on the *Teen Pregnancy Prevention* process;
- Work with Office of Adolescent Health partners to ensure replication of Making Proud Choices, Be Proud Be Responsible and Seventeen Days to no less than 350 youth annually;
- Actively participate in Office of Adolescent Health implementation partners and Community Advisory Board meetings to ensure collaboration with local partners and high quality replication of evidence based interventions;
- Coordinate services on behalf of BirthMatters including but not limited all grant related deliverables associated with doula and primary prevention services;
- Possess good oral and writing skills in order to manage public relations and communication regarding the need for pregnancy prevention programs and initiatives to target groups, including: teens, parents, churches, civic groups, the business community, school organizations, and the media;
- Possess the skills to develop, plan and conduct community-wide pregnancy prevention programs for youth and adults that includes proficient ability to manage and conduct community awareness and public relations strategies for *Teen Pregnancy Prevention* programs;

- Create educational and informational programs to supplement the youth's experience in the City of Spartanburg and to encourage growth in many areas;
- Develop relationships and partnerships with community agencies to provide evidence based interventions;
- Provide evidence based interventions to prevent teen pregnancy;
- Tracking and conforming to the grant time-line with specific consideration to evaluation standards, as well as the ability to work within a defined budget;
- Efficient and organized work ethic;
- Bachelor's degree in health or human development-related field required;

**Qualifications:** The Program Coordinator must be a mature, energetic, self-starter with a background and/or experience in a youth related field. Applicant should possess an ability to work well with a diverse population of people, particularly youth, and have a mature level of understanding of relationships. Applicant must possess excellent communication skills and have a strong sense of community. A Bachelor's Degree is required.

**Other Requirements**

- Valid Drivers License
- No felony convictions
- Ability to lift at least 15 lbs.
- Ability to stand for long periods of time
- Knowledge of Microsoft WORD, EXCEL, POWERPOINT

**To Apply:** Please submit by March 10, 2016 with resume and references to Molly Chappell-McPhail by email [molly@birth-matters.org](mailto:molly@birth-matters.org) or mail to BirthMatters PO Box 5163, Spartanburg, SC 29304.