



**JOB TITLE:** Community Health Educator

**STATUS:** Full-time/EXEMPT

**RESPONSIBLE TO:** Vice President for Education

**GENERAL DESCRIPTION:** Plan and coordinate community health education programs, outreach and marketing.

**DUTIES AND RESPONSIBILITIES:**

1. Recruit and train teens to implement Teens Taking Action program. (where implemented: Greensboro, Charlotte, Raleigh, Charlottesville and Asheville)
2. Develop and implement comprehensive, medically accurate, age appropriate, culturally sensitive educational programs on human sexuality and reproductive health for community agencies, religious groups, schools, colleges and health professionals.
3. Complete a minimum of 20 education/outreach activities per month to underserved areas.
4. Serve on a minimum of 2 community based committees in PP territory in order to create a favorable climate in our service area that will promote responsible human sexuality by representing PPHS's mission, goals and commitment to community health education.
5. Keep accurate, current monthly records of all education and outreach activities and submit to VP for Education bi-weekly.
6. Initiate, develop and maintain relationships with other community agencies and groups to promote program opportunities.
7. Attend relevant trainings, as assigned by VP for Education and participate in monthly department conference call meetings.
8. Serve as a community liaison for PPHS.
9. Other duties as assigned by VP for Education.

**QUALIFICATIONS NEEDED:**

- Education: Bachelor's degree required in related field- education, human services or health education.
- Experience: Prefer experience in community outreach, presentation implementation, and community organizing.
- Personal: Understanding of and commitment to PPHS goals and mission.
- Skills: Must have a working knowledge of family planning, human sexuality and current reproductive health issues. Ability to plan, market and conduct curriculum based education programs. Ability to work with diverse populations. Requires excellent verbal and written communication skills, listening and interpersonal relationship skills as well as organizational skills. Must be able to work independently as well as in a team. Ability to maintain timely and accurate records and reports. Be able to work a flexible schedule that may include nights and weekends.
- Vision: Required to read and analyze data daily. Required use of automobile daily.
- Agility Physical dexterity to write input and retrieve data from computer and operate office equipment daily.
- Mental: Ability to write read and comprehend and analyze data daily.
- Other Must possess a valid drivers license and have reliable transportation.

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**Employee Signature**

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**Date**