JOB TITLE: Community Health Education Coordinator
DEPARTMENT: Education
REPORTS TO: Community Engagement
CLASSIFICATION: Exempt/Full-Time

JOB SUMMARY:
The bilingual Community Health Education Coordinator is responsible for implementation of the assigned region’s community education programs and activities that can include education and training, outreach, and other community services and programs. The Community Health Education Coordinator is an integral part of the Community Engagement Department. The position will be located in Santa Maria.

ESSENTIAL FUNCTIONS:
- Implement affiliate’s approved sexual health and life skills education programming, including a Spanish-language adult peer education program, with fidelity
- Schedule and deliver medically-accurate, bias-free, and developmentally-, culturally, and linguistically-appropriate sexuality education to groups of varying ages, cultures, and backgrounds, with increased focus on youth from high-need communities
- Participate in evaluation activities that assess quality of programming, including administering evaluation surveys to program participants
- Promote awareness of the availability of reproductive and sexual health services at local Family PACT health centers, including Planned Parenthood, and make appropriate referrals
- Support the coordination and implementation of regular health center tours that will allow program participants to become familiar with Family PACT providers and their services and support them in accessing comprehensive family planning health services
- Represent affiliate at local and regional events and meetings as assigned
- Participate in professional networks within the community that facilitate access and referrals to Planned Parenthood programs and services
- Attend Community Engagement Department and affiliate-wide trainings and meetings, which may be held anywhere within the affiliate’s 3-county service area
- Assist other team members when assigned or necessary
- Work with volunteers and interns as assigned to ensure that they represent the affiliate and the Community Engagement Department within the professional standards expected of them, and that they perform their functions efficiently and effectively
- Cooperate with quality assurance activities related to the implementation of the affiliate’s education and outreach programs, including periodic observation of staff and the collection and review of program documentation and data
- Collect and report program participant demographics and contact data utilizing Department’s data-tracking tools
- Prepare and submit payroll timesheets, expense, mileage, and community engagement reports in a timely manner as instructed
- In conjunction with the Development Department and the Director of Education, develop and prepare narrative sections of grant proposals and reports as assigned
- Serve on department- or affiliate-wide task forces or work groups to improve policies, practices or systems essential to effective operations as needed
Travel both within and outside of assigned region, as needed, to perform professional duties
Attend regional, statewide or national conferences, trainings or meetings as assigned
Other job duties as assigned

SUPERVISORY RESPONSIBILITIES:
- Promotorx peer educators and Promotorx child care provider

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Professional appearance and attitude
- Ability to demonstrate mature judgment, initiative and critical thinking
- Desire and ability to supervise program participants and work with youth, parents, teachers, and other professionals
- Excellent communication skills, including writing and public speaking
- Prior knowledge or experience in reproductive health, sexuality, outreach and/or education
- Strong organizational and listening skills
- Competence with computers for writing, researching and communicating
- Ability to work independently, as well as cooperatively and collaboratively in a team environment
- Demonstrated ability to manage time independently to complete multiple projects and priorities simultaneously
- Willingness and ability to work evening and weekend hours
- Cultural sensitivity and ability to understand and relate to people of all identities, ages, socioeconomic and ethnic backgrounds
- Travel is required and must have valid CA driver’s license, reliable automobile transportation and insurance in accordance with California DMV requirements
- Knowledge of service area preferred

CUSTOMER SERVICE RESPONSIBILITIES:
- Must be able to interact well with community partners, donors, volunteers and colleagues
- Must be able to work collaboratively with all affiliate departments
- Return e-mails and telephone calls from staff and external calls in a timely manner

EDUCATION and/or EXPERIENCE:
- Bachelor’s degree from a four-year college or university; or two (2) or more years related experience and/or training; or equivalent combination of education and experience

LANGUAGE SKILLS:
- Fluent English and Spanish language skills are required. Mixteco language skills a plus.

COMPUTER SKILLS:
- Proficiency in use of Microsoft products including Word, Excel, Publisher & Power Point is required
ADDITIONAL QUALIFICATIONS:
- Ability to work in a busy environment, under pressure without compromising accuracy, attention to detail and courtesy to patients and staff
- Ability to receive and provide constructive feedback
- Ability to respond appropriately to changing situations
- Must be self-motivated
- Candidate must travel within PPCCC geographic area (Thousand Oaks to San Luis Obispo) as needed
- Must have excellent interpersonal, problem-solving and communication skills

REASONING ABILITY:
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle, or feel and reach. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:
The noise level in the work environment is usually moderate.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

ACKNOWLEDGMENT:
I have read, understand and agreed to perform the functions described in the above job description. This job description is subject to review and change.

____________________________________  __________________
Employee’s Signature  Date

____________________________________
Print Name

____________________________________  __________________
Supervisor’s Signature  Date