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Native American Community Services of Erie & Niagara Counties, Inc.

MICHAEL N. MARTIN, EXECUTIVE DIRECTOR

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POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: January 2018
Position: Adolescent Pregnancy Prevention Coordinator
Type: Salaried / Exempt
Salary: Up to \$40,000 annually
Office: Erie & Niagara Counties
Close: When filled

Summary

Adolescent Pregnancy Prevention programs provide evidence-based sexuality education to youth and community. This position provides a comprehensive coordination of all aspects of the Stages of Life Program and the Teen Pregnancy Prevention Program. It also serves as a supervisor for Health Education. This position is a salaried, exempt position meaning it is exempt from overtime provisions as determined by the Fair Labor Standards Act (FLSA).

Duties / Tasks include:

- Design a program for youth & adults under the guidelines of the work plan
- Supervise & mentor Health Educators
- Plan & develop monitoring activities & evaluation methods
- Participate in ACT for Youth COE and CAI program evaluation
- Keep current with trainings
- Deliver all manner of support to team & Program
- Establish relationships w/ other providers
- Represent at community & coalition meetings
- Maintain best practices
- Ensure compliance with all mandates relevant to the Program
- Adhere to all legal, ethical, and professional practice standards
- Follow through with commitments including meeting established timelines
- Prepare any paperwork and reports on time

*Qualifications:

- Bachelor's degree in Health Education or related
- Adept in matters concerning family planning, reproductive health, alcohol & substance abuse, and related health issues
- Classroom management skills +
- Three (3) years' work experience w/ at-risk youth+
- Certified CPR & First Aid training
- Computer savvy
- Outgoing, upbeat, able to get things done
- Familiarity with the local Native American community
- Knowledge of community services and linkages
- Able to abide by a smoke-free policy
- Working knowledge of MS Office
- Capable of lifting at least 35 lbs.
- Clean valid NYS driver's license w/ own transportation & auto insurance 100/300k
- Acceptable outcome of background investigations
- *All hires at the discretion of the Executive Director

For Consideration: Send Cover AND Resume ● **Email (only):** cca Calder@nacswny.org ● **Subject:** PregPrevCoord 2018

