



Boys & Girls Clubs of the Northtowns is seeking a qualified and dedicated individual to fill an immediate opening as an Adolescent Pregnancy Prevention (APP) Project Coordinator and Assistant Grants Administrator. This is a 2-year, grant-funded position.

The APP Project Coordinator is responsible for managing the day-to-day implementation of the pregnancy prevention program. The Project Coordinator directly supports, reports on and delivers the APP project, including supervising Sexual Health Educators, monitoring curriculum implementation for fidelity and communicating with key project personnel including evaluators, government administrators and partner organization (Boys & Girls Clubs of Buffalo).

### **Responsibilities Will Include:**

- Plan, implement and oversee the administration of agency-wide programs and activities that support the APP project objectives
  - Oversee the provision and ongoing delivery of the selected evidence-based curricula
  - Deliver selected evidence-based curricula to youth, as needed
  - Monitor day-to-day delivery for program fidelity, trauma-informed, culturally relevant and gender-inclusive practice
  - Train, coach and mentor Club staff and sexual health educators as needed for ongoing program improvement
- Support a cohesive, club-wide environment that supports the principals of Sexual Risk Avoidance
- Conduct regular meetings with the Director of Grants & Program Initiatives, Director of Operations, Club Supervisory Staff and Sexual Health Educators to coordinate program cohesion and delivery.
- Oversee record keeping, reporting and data entry.
- Increase visibility of the APP programming via posting of a daily/weekly schedule, announcements of upcoming events and the dissemination of timely information for the development of advertisement and promotions.
- Ensure program spaces are appropriate and conducive to current program offerings/needs.
- Assist the Director of Grants & Program Initiatives with other tasks as assigned relating to grant administration including reporting, data collection, data entry and program monitoring.

### **Requirements:**

- Commitment to professional development
- Working knowledge of developmentally appropriate practice.
- Bachelor's Degree in health & human services, physical education or a related field AND at least 2-years' experience teaching sexual health education programming to adolescents
- Excellent organizational, interpersonal, oral and written communications skills

- Must be able to problem solve, troubleshoot, use reflective thinking, and work as member of a dynamic team
- Competency in Microsoft Office, G Suite and Windows operating systems.
- Positive attitude and good sense of humor
- 21 or over

The successful candidate can expect to make between \$15 and \$20/hour, DOE, and expect to work between 25 and 40 hours/week, Monday – Friday within the hours of 9am and 6pm while the project is being delivered. Flexible scheduling is available, but the Project Coordinator must be available between the hours of 3pm and 6pm while the curricula is being delivered.

The Project Coordinator will be expected to travel between many implementation sites. Reliable transportation is a must, personal vehicle preferred. All BGCNT staff must also be able to pass a background check, be fingerprinted through OCFS and furnish a recent TB test and physical.

To be considered, please email [tsmith@bgcnt.net](mailto:tsmith@bgcnt.net) with a resume and cover letter outlining relevant experience.