



Diverse & Resilient

414ALL – SEXUAL HEALTH PROGRAM COORDINATOR

POSITION SUMMARY:

The 414ALL Program Coordinator advanced program support to the Youth Program Manager and coordinates 414ALL and other projects within the agency with minimal supervision.

Program Coordinators partner with their Manager(s) to implement programs to reduce STI transmission and teen pregnancy rates in Milwaukee. The campaign uses condom distribution, social marketing, community organization and peer to peer health education to make condoms more available, accessible, and acceptable for young people.

REPORTING RELATIONSHIP:

- Reports to Youth Program Manager.
- Provides work direction to volunteers and distribution sites.

ESSENTIAL FUNCTIONS:

- Recruit Community Health Promoters, implement curricula pertaining to peer-to-peer prevention education, and facilitate monthly Community Health Promoter meetings using evidence based intervention materials.
- Conduct community outreach and education, regarding condom use and safer sex.
- Build relationships and work with partnering organizations to provide *414ALL* programming and materials to their program participants.
- Sit on the Adolescent Sexual and Reproductive Health Subcommittee.
- Distribute condoms and safer sex materials to condom distribution sites.
- Maintain condom and other supplies inventory.
- Coordinate volunteer opportunities and events to maintain condom pack inventory.
- Utilize social media and marketing tools to creatively engage participants.
- Develop and coordinate an outdoor media campaign, including facilitating focus groups of safer sex messaging, recruiting local leaders and advocates to be featured in the advertisement, locating photographer, and working closely with creative designer.
- Coordinate contracts with ad companies and maintain campaign deadlines.
- Ability to work independently throughout the work day.
- Ability to lift items weighing up to 40 lbs.
- Adaptability to perform other duties as assigned or as necessity dictates.
- Adheres to established service standards of cultural humility and reinforcing those standards with peers, team members.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- Sharing a commitment to Diverse & Resilient's mission to achieve health equity and improve the safety and well-being of LGBTQ people and communities in Wisconsin.
- Combination of advanced experience and educational background to show an understanding surrounding the information being presented.
- Access to an operating vehicle, capable of transporting large bins.
- Must demonstrate ability to create documents and reports.
- Excellent interpersonal, communication, and customer service skills.
- Excellent detail-oriented organizational, analytical, and problem solving skills involving established methods or practices; demonstrated ability to make appropriate decisions.
- Excellent written and verbal communication skills.
- Cooperative, friendly, and helpful attitude with all others. Ability to work closely with others to ensure a positive, constructive environment throughout the agency.

COMPUTER SKILLS:

- Adept with word processing and spreadsheet applications.
 - Proficient with multiple, intermediate-level computer applications.
 - Must regularly enhance computer skills by completing appropriate training classes if necessary.
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Compensation

Diverse and Resilient offers a starting salary range of \$36,000 to \$39,000 for this position and a competitive benefits package, including more than four weeks paid time off in the first year (15 days, and 9 office holidays), medical and dental coverage for staff members, life insurance, short- and long-term disability insurance, an optional 401(K), and generous work schedule flexibility.

Equal Opportunity Employer

Diverse & Resilient is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an applicant for employment because of race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, gender identity characteristics or expression, marital status, veteran status, or medical condition (e.g., AIDS, cancer). We strongly encourage LGBTQ, women, People of Color and People with Disability to apply.

To Apply:

To apply, send resume and a brief letter of interest to Osha Towers, Diverse and Resilient, 2439 N Holton St, Milwaukee, WI 53212 (otowers@diverseandresilient.org). No phone calls please.