



Compass Center Teens Climb High Manager

Position: Teens Climb High Manager

Reports to: Director of Education Programs

Classification: Full-time, exempt from FLSA; Evening and weekend hours may be required

Work Conditions: Frequently moves boxes and bags weighing up to 30 pounds; frequently ascends/descends stairs to complete job tasks; other evening and weekend hours may be required.

Benefits: Fully paid health, vision and dental insurance (no employee contribution required for standard plan). Generous Paid Time Off and paid holidays package. Option to participate in 403(b) Retirement Savings Plan.

Salary: \$39,000 annually

Position Summary: The Teens Climb High Manager is responsible for the planning and implementation of the Teens Climb High (TCH) sexual health education and youth development program. TCH delivers Making Proud Choices! and FLASH, evidence-based curricula, in 9th grade health classes focused on pregnancy and sexually transmitted disease prevention and is in the process of piloting other evidence-based curricula. The Teens Climb High Manager works with the Director of Education and Teens Climb High Assistant to coordinate, create, and facilitate Compass Center education initiatives related to sexual health, communicating and respecting boundaries, and identity for youth in Orange County.

Essential Job Duties and Responsibilities:

- Oversee Teens Climb High program including curriculum selection, program development, planning, implementation, supervision of interns, and grant management.
- Supervise the TCH Program Assistant; provide support around facilitation of curriculum, maintenance of social media, facilitation of teen committee meetings, and database management.
- Implement with fidelity evidence-based models for adolescent health promotion that address the following topics: comprehensive sexuality education, communication skills, decision-making and goal setting.
- Act as a liaison with schools and participate in inter-agency committees.
- Coordinate registration, enrollment and parent permission for program participants.
- Plan and implement special events and enrichment activities for TCH participants and parents.
- Provide referrals to community resources to TCH program participants and their families.
- Maintain participant records and documentation of activities.
- Complete monthly and annual reports to funders.
- Ensure adherence to annual budget guidelines.
- Coordinate ongoing evaluation of program outcomes.
- Recruit, engage, and lead local stakeholders to serve on a Community Advisory Committee.
- Write and publish articles on adolescent sexuality and empowerment on agency blog.
- Ensure compliance with state and federal reporting laws regarding minors.
- Participate in weekly staff rotation, answering the office line and participating in scheduling information and referral staff meetings.
- Other duties as assigned by supervisor.

Qualifications:

- Bachelor's or Associate's Degree preferred or equivalent experience.
- At least one year of experience working in a classroom setting, providing health education or providing group facilitation to adolescents.
- Proof of full COVID-19 vaccination, as defined by the CDC, and as mandated by CHCCS schools for guest educators.
- Strong facilitation and presentation skills
- Exhibit a passion for working with young people and comfort being in front of a classroom and leading presentations/activities about sexual and reproductive health education.
- Demonstrated experience with program coordination, implementation and evaluation.
- Demonstrate cultural sensitivity and the ability to work with diverse groups. Possess empathic listening and communications skills that can be adapted for students with various needs
- Enjoy working with a team of other committed and passionate staff members.
- Demonstrate the ability to perform job duties with a high degree of initiative and professionalism; demonstrated sound judgment, and patience.
- Possess a valid driver's license, automobile insurance, and reliable vehicle.
- Fluency in spoken and written Spanish and English preferred.

We actively encourage diverse candidates to apply. Compass Center for Women and Families provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To apply, please send a cover letter, and resume 3 professional references (prefer at least one a direct supervisor) to employment@compassctr.org. Please include the job title in the subject line of the email. No phone calls please. Applications will be reviewed as they are submitted and they will be accepted until the position is filled. Position start date in January 2021.