



GEORGIA CAMPAIGN FOR ADOLESCENT POWER & POTENTIAL **POSITION DESCRIPTION**

<u>POSITION TITLE:</u>	Training and Technical Assistance Coordinator, School-Based Initiatives
<u>SUPERVISOR:</u>	Senior Program Manager, School-Based Initiatives
<u>LOCATION:</u>	Remote/Atlanta, GA (Headquarters)
<u>JOB STATUS:</u>	Full-Time, Exempt

SUMMARY DESCRIPTION:

The primary role of the Training and Technical Assistance Coordinator is to provide training and on-going technical assistance to school-based faculty and staff to increase their capacity and confidence in implementing evidence-based teen pregnancy prevention curricula. The position requires knowledge and experience in teen pregnancy and STI/HIV prevention, health education facilitation, project/event planning, survey development and administration, data entry, training pedagogy, abstract writing, and newsletter content development. The position also requires experience working with youth and young adults in youth development activities.

ESSENTIAL JOB RESPONSIBILITIES:

Functions Related to Training and TA Assistance:

- Create and maintain current materials to assist school districts/schools in determining the most appropriate sex education curriculum options to best meet the unique needs of their community
- Plan and facilitate pre-implementation training of teachers and staff on the comprehensive sex education curriculum selected by the school district
- Plan and facilitate Peer Mentor activities and events for appropriate teaching staff who will serve as mentors to newly trained teachers
- Maintain regular contact with school-based staff and develop needs assessments and surveys to identify training and technical assistance needs, ensure access to appropriate curriculum material, and ensure needs are met
- Develop content and distribute regular technical assistance communications to school-based staff on a variety of topics including science-based sex education and teen pregnancy prevention programs, effective facilitation methodology, best practice reports, and program evaluation
- Organize and develop training manuals, reference libraries, evaluation procedures and other educational materials
- Demonstrate exceptional training skills in leading large group discussion, group facilitation and managing controversial subject matters using a wide range of training strategies
- Conduct research on the latest training techniques or curricula regarding teen pregnancy and STI/HIV prevention, youth development, social emotional learning, adolescent health and other relevant topics such as sexual assault, sexual abuse, dating violence and sex trafficking
- Plan and facilitate webinars and summits to various audiences such as youth, parents, youth-serving professionals, educators, and the community-at-large

- Maintain regular contact with school-based staff to ensure that GCAPP receives accurate data each semester on the number of students receiving comprehensive sex education as a result of GCAPP's involvement with the school district/individual schools.
- Design, deliver, and evaluate specific training and other performance improvement interventions to various partners
- Disseminate results and lessons learned to evaluator, funders, local partners, and the fields of public health, education, sex education, teen pregnancy
- Collaborate with school-based and community-based partners (i.e.: GAHPERD, RESA, Family Connection Partnerships, and Georgia Department of Public Health) and other local partners to continue to build public and political will to support comprehensive sex education
- Assess and monitor the implementation of project activities
- Attend regular meetings with GCAPP's school-based team
- Active membership in national sex education, health education, and adolescent health organizations
- Support activities and events that serve to advance the goals and objectives of GCAPP
- Perform other duties as assigned

QUALIFICATIONS:

Education:

- Master's degree preferred, or Bachelor degree with equivalent experience in Training and Development, Education, Public Health or related field
- Three to five years experience in the design of training and technical assistance materials with a demonstrated ability to plan and implement training and apply innovative strategies
- Three to five years of experience in coordinating health-related programs/projects

Skills and Abilities:

- Excellent oral and written communication skills
- Ability to work independently and as a member of a team
- Creative, self-starter with the ability to organize, effectively establish and monitor priorities, and manage multiple assignments
- Demonstrated knowledge and passion in working with adolescents in teen pregnancy prevention, youth development or another related field
- Strong ability to work effectively and collaboratively with school based as well as community / organizational leaders and staff to increase the will and competency to implement comprehensive sex education
- Demonstrated expertise in providing training and technical assistance to professionals
- Strong knowledge of relevant theories including adult learning, social learning, stages of change, and diffusion of innovation
- Project management abilities
- Proficiency with MS Office and Zoom; experience with Salesforce and Microsoft Teams is preferred
- Exercise discretion and independent judgment; seek guidance when necessary
- Ability to travel 10-20%% of time and occasionally out-of-state

*This is a remote position with 15% of activities face-to-face in the GCAPP office or meeting with partners and potential partners