



Birds & Bees Project Reproductive Health Residency Coordinator

Organization

The Birds & Bees Project is the largest program of Pro-Choice Resources (PCR). PCR is a grassroots, community organization that provides a range of reproductive health services. We work every day to reduce barriers to reproductive health for those most in need through our unique programming including education, advocacy, financial assistance and outreach. PCR is not a political organization and is not affiliated with any other national or local organization. Established in 1967, the mission of PCR is to aid women in realizing their right to make decisions about their bodies by breaking down the barriers to reproductive health that keep them from fully expressing their personal freedom.

General Position Description

The Reproductive Health Residency Coordinator is a full-time position and is responsible for developing the first sexuality health residency program in the nation, organizing education students and college faculty around responsible sexuality education on three Minnesota college campuses and providing support to students, faculty and teachers who are currently or may be in the future involved in training and implementing sexuality education programs into middle and high schools throughout the state. This position is responsible for meeting programmatic goals of a 2-year ground-breaking grant funded by Ford Foundation. This position will work in collaboration with PCR's Associate Director and the Birds & Bees Project's Director of Education.

REPORTS TO: Associate Director of Pro-Choice Resources

PROGRAM MANAGEMENT & DEVELOPMENT (55% time)

- Develop and manage all aspects of reproductive and sexual health teacher's residency program
- Develop and disseminate program materials and information throughout the state
- Hire, supervise and train student campus representatives and ensure they are effectively and efficiently achieving the goals of the program
- Create and maintain reproductive and sexual health professional development opportunities for education students and/or current teachers who are most likely to get sexual health education assignments (i.e., shadowing, dinners, lunch lecture series, mentoring opportunities, etc.)
- Work within the academic structure to expand comprehensive sexual health training opportunities within standard curricula
- Increasing public awareness around the need for responsible sex education for adolescents by promoting program in targeted communities
- Development both qualitative and quantitative methods of evaluations to solicit participant input about program. Provide quarterly statistical reports to supervisor
- Supervise education interns as needed
- Assist with grant writing and reporting requirement, meet with funders as assigned by Associate Director to report programming impact, opportunities and challenges.

OUTREACH (30% time)

- Work with education staff, community partners and campus representatives to recruit health education students, university faculty and current teachers to participate in programming and/or research
- Present at local and national conferences to professionals invested in adolescent sexual health.
- Attend professional trainings specific to reproductive health as deemed necessary by Associate Director.
- Serve as a Pro-Choice Resources representative on the Coalition for Responsible Sex Ed and any other community collaborations deemed appropriate by Associate Director.
- Help to increase participation in focus group and survey research component of grant.

- Collaborate with other sexual health organizations on current issues in reproductive health.
- Keep teachers and non-school based group leaders informed and connected. Establish and maintain working relationships with current and future teachers in an effort to better serve adolescents.
- Table at state-wide education conferences
- Maintain relationships and create new relationships with community partners who support our mission and goals.

OTHER (15% time)

- Provide Staff and Board updates on current research on education policy, sexual health status of adolescents and programming.
- Serve as an expert in the community on adolescent sexual health issues, education issues, and women's reproductive health.
- Assist staff with programs and events when appropriate.
- Answer calls on the Hersey Fund line as appropriate.
- Maintain current in-office calendar in Microsoft Outlook
- Support the mission and philosophy of Pro-Choice Resources
- Perform other duties as assigned by the Associate Director.

Required Qualifications

- A commitment to Pro-Choice Resources' mission and values
- Willingness to travel regionally and nationally, must have valid driver's license, insurance and reliable vehicle
- Ability to cultivate and maintain relationships with teachers, college-age students and community organizations
- Able to work a flexible schedule including some evenings and week-ends
- Able to work with controversial issues in a variety of communities
- Excellent ability to coordinate, plan, prioritize and manage multiple deadlines

Preferred Qualifications

- Direct experience advocating for comprehensive sexuality education
- Direct experience working with middle and high school teachers
- Experience organizing college students and/or teachers
- School based program experience
- Ground-up program development experience

Compensation and Benefits:

Salary DOE with benefits package which includes: Health and dental insurance, 200 hours of paid time off (PTO) per year, 11 paid holidays + 3 floating holidays, reduced summer hours, 403b, short and long term disability, and life insurance.

Please visit our website to learn more about our organization and our values - www.prochoiceresources.org. Position is open until filled, phone interviews will begin August 4th with anticipated start date September 1st, 2008. Email resume and letter of interest, which details your job-related experience, to nikki@birdsandbees.org.