



Job Title: Project Manager

Posting Date: July 28, 2017

Work Location: Austin, Texas

The Texas Campaign to Prevent Teen Pregnancy is a non-partisan, non-profit organization established in 2009 and dedicated to the prevention of unplanned pregnancy in Texas. We are focused on creating a constructive dialogue and effective on-the ground strategies around adolescent sexual health and unplanned pregnancy prevention.

Position Summary:

This position will be responsible for our Texas Youth Friendly Initiative (TYFI). Its aim is to increase Texas health centers' capacity to effectively meet the health needs of adolescents in their communities through an evidence-driven learning collaborative and certification program. The Project Manager will oversee all the administrative, developmental and programmatic aspects of the TYFI.

Roles and responsibilities:Clinic Coordination & Partnerships

- Leads recruitment, selection, and monitoring of healthcare clinic sites.
- Serves as liaison with all clinic sites to support implementation of youth-friendly protocols.
- Collaborates with the Project Director, CEO, Executive Committee and other experts to ensure the initiative's success.
- Works directly with the community, healthcare clinics, youth groups, and youth-serving partners to oversee the success of program implementation.

Research, Strategy & Evaluation

- Conducts research and analysis to recommend effective program strategies and troubleshoot challenges as they arise.
- Tracks, operationalizes and reports on the goals and objectives for the success of the program.
- Supports planning and evaluation of project protocols.

Administration

- Tracks, records and reports activities to ensure that progress is being accomplished toward specified objectives and timelines.
- Coordinates the preparation and delivery of presentations and marketing/ educational materials.
- Coordinates planning and logistics for project-related meetings and events.
- Oversees the daily operation of the project.
- Performs other duties as assigned.

Promotion

- Prepares and conducts presentations for funders, and at local, statewide and national conferences.
- Researches and develops reports and other dissemination materials.

Qualifications:

1. Minimum of two years of program management in Public Health, Social Services, Health Education or related services
2. Experience working in family planning/reproductive health care services
3. Experience working with diverse communities across Texas
4. Spanish/Bilingual strongly preferred
5. Excellent writing and research abilities
6. High degree of initiative and ability to work independently
7. Knowledge and experience of adolescent health, youth-friendly services, teen pregnancy prevention, HIV/STD services, or another similar health related topic; working with high risk youth preferred
8. Knowledge and experience of building the capacity of health workers preferred
9. Degree in Social Services, Public Health or related field

What We Offer:

The Texas Campaign wants you to be passionate about your job and love what you do. We believe this is the foundation for stellar organizational outcomes. Our work environment suits an entrepreneurial spirit – someone who will take ownership of their role, own their work schedule, find fulfillment from a job well done and engage passionately with their work while making a difference. The Texas Campaign sets high standards for our team and we are committed to offering each team member the trust and support to help achieve our collective goals to the highest degree. This includes a flexible schedule – you set your work hours and take the time off you need. Your performance will be judged by outcomes not by the hours punched on the clock. In addition, we offer a solid salary, potential for bonuses and a comprehensive benefits package. While we envision this as a full-time position, we are open to alternative working arrangements, job sharing and part-time hours with the right candidate.

Application Instructions:

Please submit your resume and tailored cover letter with the job title in the subject box to jobs@txcampaign.org. Please also include your salary expectations. Applications will be accepted on a rolling basis until the position is filled.

At the Texas Campaign, we know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds and sexual orientations to apply to this position. Please note that an offer of employment will be subject to the successful completion of a background check.