



Director of Programs

Position Summary: In coordination with and under the supervision of the CEO of the North Texas Alliance to Reduce Unintended Pregnancy in Teens, provides leadership and oversight to successfully meet the goals and objectives of Project Ntarupt and coordinates all education given by Ntarupt, in addition to oversight of internal procedures and protocols as needed. (This position will remain funded after the federal grant terminates)

Principal Duties and Responsibilities:

Ensures project quality, integration, and timely delivery of all Project Ntarupt activities:

- Serves as project liaison with OAH, project partners, and the Dallas Foundation including program delivery, training, and evaluation
- Oversees all Project Ntarupt deliverables
- Works with Project Ntarupt evaluator, Texas Woman's University, to ensure timely and accurate data collection from Project Ntarupt Educators and other relevant parties
- With the CEO and Project Partners, assesses the need for educator training and coordinates in-person, web-based, and online TA and training with a focus on effectiveness and efficiency
- In conjunction with the Director of External Affairs and educators, coordinates scheduling education with host sites and other program partners as needed
- With support from the CEO, ensures that all program partners deliver EB-TPPP to target populations, in appropriate settings, at sufficient levels, with sensitivity and care
- Develops and oversees the fidelity monitoring plan in conjunction with partners, appropriately dividing fidelity monitoring responsibilities
- Oversees Ntarupt's linkage to care model and coordinates closely with relevant partners (e.g., Parkland)
- Ensures all project reports are accurate and submitted in a timely fashion to OAH and other parties as needed
- Supervises staff Ntarupt Educators and all programmatic and data interns
- Oversees management of the Education Calendar, in conjunction with the Ntarupt Educator and Project Ntarupt Educators
- Provides programmatic review and monitors general compliance of partner documentation including-but not limited to- timesheets, invoices, and backup
- With the Director of External Affairs, ensures compliance with Project Ntarupt outreach plan

Supervises delivery of non-federal grant funded education

- Oversees educational programming outside of grant areas with a focus on evidence-based and evidence-informed approaches
- Oversees programmatic Alliance deliverables Oversees fee for service education projects

Ancillary Duties:

- Supervises Ntarupt Educator in the planning and execution of the Youth Leadership Council
- Assists in planning and execution of outreach events
- Trains other educators as needed
- Participates in community mobilization and dissemination activities such as planning events, speaking to groups of parents and teens, and speaking to other stakeholders

- Assists with social media as needed
- Assists CEO with grant writing and other sustainability activities
- **All other activities that advance the work of Ntarupt in delivery of EB-TPPP, evidence-informed education programs, and linking teens with teen friendly reproductive health care as directed by his/her supervisor.**

QUALIFICATIONS

Knowledge:

- Knowledge of core public health principles-particularly in relation to adolescent SRH
- Knowledge at EB-TPPP, Continuous Quality Improvement and Collective Impact principles and applications
- Knowledge of community engagement and mobilization as they relate to teen pregnancy prevention and community health delivery

Education and/or Experience:

- Master's degree in Public Health, Behavioral Health, Education or comparable experience
- A minimum of 6-8 years of public health and/or nonprofit leadership experience including program and project management, coordination of community-based programs, community mobilization, project development, cross-system collaboration, and systems-change at the community level
- Experience managing and developing employees
- Nonprofit administration and operations experience required.
- Experience developing and delivering training and technical assistance
- Experience with data management
- Demonstrated leadership in systems change, cross-system collaboration, training and technical assistance, and effectiveness working with Federal grants

Skills:

- Possesses demonstrated expertise in project coordination, management, and leadership
- Strong verbal and writing skills, including grant writing, reports and public presentations, in addition to group facilitation skills
- Detail-oriented and strong organizational skills
- Public health and behavioral health research and analysis skills
- Computer skills including-but not limited to-working knowledge of Microsoft Office: Word, Excel, Power Point, and Outlook; Internet research and desktop applications
- Data analysis skills desirable but not required (e.g., MAXQDA, NVivo, SAS, SPSS, STATA)