



We are hiring an Education Coordinator!

Planned Parenthood - Newfoundland and Labrador Sexual Health Centre, Inc. (PPNLSHC) envisions a province where all people experience positive sexual health and 2SLGBTQIA+ Inclusion. We aim to promote positive sexual health through education, community partnership, information, and services within an environment that supports and respects individual choice. At Planned Parenthood NL, we believe that we are stronger through diversity and encourage those with diverse lived experiences and non-traditional education and work experience to apply.

We have committed to holding ourselves to a higher standard of equity. In line with this, preference will be given to applicants who are a part of a marginalized community or who have marginalized experiences. We encourage applicants to self-identify any experiences or identities they feel may apply.

Please note that, when all other things are equal, our policy is to hire from within, meaning current staff or volunteers may be given preference over outside applicants.

Duties and Responsibilities:

Reporting to the Executive Director, the Education Coordinator is responsible for administering PPNLSHC's education programs and assisting in the development of partnerships with community organizations.

The specific duties of the Education Coordinator include:

Teen Healthy Relationships Program

- Maintenance and upkeep of THR 12-week program
- Outreach and promotion of the THR program
- Deliver the THR Program at least 4 times annually
- Develop appropriate evaluation tools for the THR program
- Attend professional development conferences, webinars, and seminars.
- Report all expenses and revenues to the Executive Director in a timely fashion
- Attend Grantee Meeting with the Canadian Women's Foundation
- Report on the THR program monthly to the Executive Director
- Create annual work plans and reports for THR

Health Promotion Workshops

- Respond to all requests for PPNLSHC Education Workshops
- Maintain statistics on the number of workshops delivered/requested and revenues generated monthly
- Maintain information on who accesses PPNLSHC's educational programming, issues surrounding access, etc
- Deliver PPNLSHC prevention education programs as required to a variety of audiences.
- Initiate contacts with schools, universities, colleges, workplaces, and community groups to build effective partnerships and promote PPNLSHC's education programs
- Develop new and innovative prevention education programs
- Carry out research and needs assessments when developing new education programs
- Develop appropriate evaluation tools for educational presentations
- Provide outreach and assistance to students, educators and other members of the community who are developing educational presentations dealing with sexual health
- Attend health fairs/booths when required
- Offer and facilitate training the trainer programs when necessary
- Prepare a monthly education report that is to be submitted to the Executive Director

Pamphlet Maintenance & Production

- Ensure that all of PPNLSHC's in-house educational pamphlets contain accurate and up-to-date information - revise when appropriate
- Develop new educational pamphlets as necessary
- Compile education resources for students, educators and other members of the community upon request
- Ensure that these educational resources are maintained on the PPNLSHC website in consultation with the Executive Director, web-designer

Student Instruction & Supervision

- Provide instruction on student projects for PPNLSHC
- Evaluate student projects
- Supervise and support students where appropriate



Birth Control Kits and Other Educational Resources

- Compile PPNLSHC's birth control kits for re-sale to individuals, educators, health care professionals and community groups
- Promote user-friendly educational workshops and manuals for purchase
- Compile manuals and material to send to interested buyers

Volunteer Program and Development

- Assist the CSC in educational development programs for PPNLSHC volunteers, including volunteer orientation, training sessions, updates, and refresher sessions
- Develop and maintain a comprehensive and effective training program
- Facilitate training program in coordination with the Client Service Coordinator and Executive Director

Centre and Other Duties

- Assist as needed for the maintenance of the centre, clinic, and fundraising.

The Education Coordinator will perform other centre duties at a minimal level and when requested by the Executive Director.

Qualifications & Experience:

- Minimum of two years of experience working in a community/non-profit setting. Asset if you have education or experience in education, child/youth development, or sexual health.
- Strong organizational and time management skills
- Experience in public speaking or education.
- Knowledge about sexual health, healthy relationships, and child/youth development
- Uphold the values of harm reduction, sex positivity, choice, and inclusivity.
- Experience working in frontline social services.
- Strong team and independent worker.
- Excellent communication skills
- Leadership experience



Compensation and Benefits:

This position is a full-time (35-hour), 2-year contract with a strong possibility for continuation.

Salary: \$40,000 annually starting with annual cost of living raises (not tied to performance)

Benefits:

- Access to Employee Health and Dental Plan (50/50 cost split between employee/employer)
- Paid Provincial government holidays
- Paid winter holiday closure (we close for approximately two weeks at the end of December into early January)
- 10 days of paid sick leave
- 15 days paid annual holiday

How to Apply

Apply by sending a resume **and** short cover letter to Nikki (they/she) at exec@ppnlshc.com.

Applications received without a cover letter are unlikely to be considered. If you have any questions about the position or application, please contact Nikki.

We will begin the hiring process by offering interviews starting on Tuesday, July 23rd, 2024. We will continue to accept applications until we find the right candidate, but to ensure you are considered, please apply as early as possible.