Amplify Tulsa
Capacity & Outreach Coordinator – Position Description

Job Title: Capacity & Outreach Coordinator
Reports To: Program Manager
Location: Tulsa, OK
Status: Full-time, exempt
Pay range: $40,000

Amplify seeks a full-time Capacity & Outreach Coordinator with a high-level of initiative and exceptional organizational skills. The person in this role will be responsible for coordinating logistics for established sexual health education programs, conducting outreach and recruitment to new program sites, and performing/coordinating Amplify’s technical assistance and quality coaching model. The Capacity & Outreach Coordinator should be an “all hands on deck” team player, eager to work for an organization affecting broad social change in Tulsa.

About Amplify Tulsa

Amplify Youth Health Collective is a collective-impact organization addressing adolescent reproductive health and well-being in Oklahoma, including Oklahoma’s high teen birth rate. Amplify, alongside strong partner organizations, promotes healthy futures for youth through advocacy, collaboration, and education.

Duties and Responsibilities

• Directly responsible for coordinating logistics for sexuality education implementation in established partner schools in Tulsa and the surrounding area, including data collection.
• Serve as a liaison between schools, programs, partners, and Amplify staff.
• Conduct outreach to new school and community-based sites for the implementation of sexual health education, in accordance with organizational expansion goals.
• Perform/Coordinate Amplify’s technical assistance and quality coaching model, including: observations, fidelity monitoring, data collection, quality coaching, and professional development for newly established program sites
• Assist in the coordination and facilitation of Amplify trainings and events, as needed.
• Assist in the coordination and facilitation of the Sex Educator Network
• Maintain working knowledge of the latest research, program developments, and data trends, as well as local, state and national experts in the field;
• Attend training and professional development on an annual basis, some travel required.
• Duties may change with the needs of the organization.

Qualifications and Education

• Bachelor’s Degree and one to three years of programmatic or specialized technical experience in a relevant field required
• Experience implementing educational programs to a variety of audiences
• Knowledge of health education principles including scientific, evidence-based approaches to teen pregnancy prevention, research-proven sex education curricula, and positive youth development
• Ability to communicate to a wide variety of audiences with a high degree of professionalism
• Ability to exercise independent judgment in a fast paced environment;
• Excellent verbal and written communication skills and organizational skills
• Excellent computer skills (including Microsoft Office, website updates, and social media)

To apply, please send a cover letter outlining why you feel you are a good fit for this position along with your resume to jbriggs@amplifytulsa.org by September 30th, 2020. This position will be open until filled--no phone calls please.

Amplify is an equal opportunity employer. We encourage people of color, women, LGBTQ+ folks, people with disabilities, and immigrants to apply for open positions. We do not discriminate based on race, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, martial, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.