



Position Description Coordinator, Latinx and Hispanic Initiatives

Job Title: Coordinator, Latinx and Hispanic Initiatives
Reports To: Program Director
Location: Tulsa, OK
Status: Full-time, exempt
Pay range: \$40,000 - \$50,000, commensurate with experience

Amplify seeks a full-time Coordinator, Latinx and Hispanic Initiatives with a high level of initiative and exceptional organizational skills. The person in this role will be responsible for coordinating and implementing all aspects of Amplify's Latinx and Hispanic Initiatives, including outreach and recruitment; training of educators; technical assistance and quality coaching; parent engagement; resource creation, adaptation, and translation; data collection; budget monitoring; and grant reporting. The Coordinator will also assist in the identification, formulation, and implementation of future community-based initiatives. This person should be an "all hands on deck" team player, eager to work for an organization advancing broad social change in Tulsa.

About Amplify Tulsa

Amplify Youth Health Collective is a collective-impact organization addressing adolescent sexual health and well-being in Tulsa, with an emphasis on reducing Oklahoma's high teen birth and STI rates. Amplify advances youth sexual health and well-being through collaboration, education, and advocacy. Our team is committed to fostering a collaborative, affirming, safe, and rewarding workplace. We value the contributions and skills of all team members.

Duties and Responsibilities

- Conduct ongoing outreach and recruitment efforts to establish and expand the reach of *El Camino* in school-based settings, ensuring the achievement of initiative goals
- Serve as a liaison between schools, programs, partners, and Amplify staff
- Maintain and strengthen community partnerships to ensure successful implementation of *El Camino* in community-based settings
- Serve as the lead trainer of *El Camino* curriculum certification trainings and other initiative professional development opportunities
- Support and coordinate Amplify's technical assistance and quality coaching model, including observations, fidelity monitoring, data collection, coaching, and professional development for newly established program sites
- Collaborate effectively with curriculum developers, initiative partners, and parent stakeholders to adapt/create a parent initiative component
- Create, adapt, and translate initiative resources to meet needs identified by partners, parents, and youth
- Conduct ongoing outreach and recruitment efforts to establish and expand the reach of all Amplify programs and projects
- Serve as a resource for partner agencies



- 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 organizations

Qualifications

- *Bilingual Spanish/English required*
- Bachelor's Degree and two to four 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
- Knowledge of adult learning theory required
- Experience developing, implementing, and evaluating adult trainings is strongly preferred
- Self-directed, with the ability to prioritize and simultaneously work on multiple projects with accuracy and awareness of details
- 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 Office365, Zoom or other virtual meeting platforms)

Hours and Schedule

- This is a 40-hour per week position
- May require attendance outside typical work hours for events
- This is an on-site position with some work from home flexibility

TO APPLY FOR THIS JOB:

Please, send a cover letter and resume by October 8, 2021 (Subject Line: Coordinator, Latinx and Hispanic Initiatives) to info@amplifytulsa.org.

Amplify is an equal opportunity employer. We value a diverse workforce and a culture of inclusivity and belonging. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic or activity protected by applicable law. We encourage people of color, women, LGBTQ+ folks, people with disabilities, and immigrants to apply for open positions.