



## **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:** \$45,000 - \$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; technical assistance and quality coaching; parent engagement; resource creation, adaptation, and translation; data collection; budget monitoring; and grant reporting. The Coordinator will establish a collaborative, partner-based committee to improve initiatives serving Tulsa's Latinx and Hispanic communities and assist in identifying, formulating, and implementing 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.

Amplify fosters a culture of kindness, integrity, innovation, collaboration, and equity. Our values inform the way we work together internally and with our community partners. Candidates must exhibit dedication and commitment to the young people of Tulsa and a strong commitment to the mission, goals, and values of Amplify.

### **About Amplify Tulsa**

Amplify is a collective-impact organization advancing youth sexual health and well-being in Tulsa, with an emphasis on reducing Oklahoma's high teen birth and STI rates, 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**

- Establish a collaborative committee of partner organizations, community members, and youth to provide consultative guidance to improve initiatives serving Tulsa's Latinx and Hispanic community and to assist in the identification, formulation, and implementation of future initiatives
- Provide guidance and support for Amplify partners' and Amplify's continuous quality improvement processes to better serve Latinx and Hispanic youth and families
- Design and coordinate the implementation of community-based initiatives to amplify youth sexual health and well-being in Tulsa's Latinx and Hispanic communities
- Create, adapt, and translate resources to meet needs identified by partners, parents, and youth
- Conduct ongoing outreach and recruitment efforts to establish and expand the reach of sexual health education curricula in school-based settings, including El Camino and other relevant curricula
- Implement technical assistance models across a variety of partner organizations and programs, including education programs, health care programs, clinic navigation programs, and outreach efforts
- Conduct ongoing outreach and community engagement efforts to establish and expand the reach of all Amplify programs and projects, including public presentations and the coordination of events or trainings
- Design and implement presentations for the Tulsa Health & Education Coalition, the Tulsa Area Sex Educator Network, and the broader community
- Serve as a connector, technical assistance provider, and 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 organization

### **Qualifications**

- *Bilingual Spanish/English required*
- Bachelor's Degree and two to four years of programmatic or specialized technical experience in a relevant field
- 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
- 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 (Subject Line: Coordinator, Latinx and Hispanic Initiatives) to [info@amplifytulsa.org](mailto:info@amplifytulsa.org). This position will remain open until filled, and we will conduct interviews on a rolling basis.**

Amplify is an equal opportunity employer and we are committed to equitable community representation among Amplify Staff and Board of Directors. 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 believe that systems of oppression disproportionately hurt people of color, people from working class backgrounds, LGBTQ+ people, and women. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.