



## Position Description Program Manager

<b>Job Title:</b>	Program Manager
<b>Reports To:</b>	Director of Learning & Impact
<b>Location:</b>	Tulsa, OK
<b>Status:</b>	Full-time, exempt
<b>Salary Range:</b>	\$55,000-\$60,000

The Program Manager will be responsible for managing and implementing capacity-building programs for Amplify Youth Health Collective (Amplify). The Program Manager must be experienced, innovative, flexible and enjoy working within a small, entrepreneurial, mission-focused, and community-oriented environment. This position is responsible for the direct management of programs staff; designing, coordinating, and implementing training and capacity-building sessions; and establishing and maintaining new external partnerships. The person in this position will understand and value equity as an organizational operating principle.

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 Youth Health Collective

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

- Establishes, coordinates, and implements Amplify's annual training calendar.
- Designs, delivers, and evaluates trainings, workshops and presentations based on best practices in the areas of sexual health, positive youth development, and collective impact.
- Manages and supports the Youth Leadership Council Coordinator in the development, planning, implementation, and evaluation of the Youth Leadership Council.
- Manages and supports the Latine & Hispanic Initiatives Coordinator in the development, planning, implementation, and evaluation of initiatives to support Latine & Hispanic youth and families.
- Supports outreach to local clinics and providers in support of teen friendly healthcare.
- Maintains working knowledge of the latest research, program developments, and data trends, as well as local, state, and national experts in the field.
- Attends training and professional development on an annual basis; some travel required.
- Represents Amplify on task forces, advisory boards, and working committees.
- Duties may change with the needs of the organization.

### Qualifications and Education

- Master's Degree and three to five years of programmatic or specialized technical experience in a relevant field preferred.
- Strong knowledge of the principles of Adult Learning Theory and Continuous Quality Improvement



- Demonstrated history of designing and implementing training and education 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.
- Knowledge of best practices in positive youth development
- Experience supervising high-performing individuals and teams.
- Strategic thinker
- Self-directed, with the ability to prioritize and simultaneously work on multiple projects with accuracy and awareness of details
- Knowledge of best-practices for authentic community engagement and incorporating community authority into new initiatives.
- 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)

### **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

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 strongly encourage applications from people of color, people from working class backgrounds, 2SLGBTQ+ people, and women.