



Michigan Organization on Adolescent Sexual Health Program Coordinator – Genesee County Job Posting

The Michigan Organization on Adolescent Sexual Health (MOASH) is currently seeking a FULL TIME (approximately 35 hours per week) Program Coordinator – Genesee County. The Program Coordinator – Genesee County will work on two separate, but complementary programs related to sexual health education, access to sexual health services, safe and supportive environment for LGBTQ+ youth, youth voice, and event coordination. This position is grant-funded for a minimum of three years. The program is based in Genesee County, Michigan.

Hours: 35hrs/week

Compensation: \$31,625 annually (\$35,000 FTE)

Reports to Executive Director

General Responsibilities

- Grow and maintain relationships with Genesee ISD, Wellness Services, identified school districts within the county, and other community stakeholders
- Coordinate program implementation, including partnership meetings
- Coordinate statewide youth HIV summit
- Coordinate and facilitate youth living with HIV advisory council, including agendas, communication between meetings, meeting minutes, and meeting set-up
- Identify needs of district sex ed advisory boards and work to increase capacity and functioning
- Identify needs of district school's gender and sexuality alliances (GSAs) and work to increase capacity and functioning, including working alongside MOASH staff to coordinate statewide GSA summit
- Work alongside MOASH's MY Voice youth advisory council to implement the youth equity assessment tool
- Work alongside MOASH Executive Director to identify and hire youth council co-facilitator
- Maintain meticulous notes and complete regular reports
- Support the evaluation of program functioning and contribute to quality improvement
- Other duties as assigned, including administrative support

Qualifications

- Excellent interpersonal, public speaking, and writing skills
- Ability to motivate and inspire youth
- Strong organizational skills
- Experience in youth group facilitation
- Demonstrated commitment to socially just youth development and education
- Ability to work independently while maintaining communication with colleagues
- Strong problem-solving skills and aptitude for systems thinking
- Availability of a home office, including computer, printer, internet, and phone
- Reliable transportation, current vehicle insurance, and valid driver's license

Preferred Qualifications

- Experience in community organizing, community outreach, and program evaluation
- Formal education or training in social work, public health, youth development, and/or secondary education

To Apply

Send cover letter, resume, and the names and contact information of three (3) professional references to: info@moash.org by December 17th. No phone calls, please.

MOASH mobilizes youth voices, engages community partners, and informs decision-makers to advance sexual health, identities, and rights.

PO Box 1386, East Lansing, MI 48826

(517) 318-1414

info@moash.org

www.moash.org

MOASH seeks to recruit the best-qualified people for its staff. In doing so, it will afford equal opportunity for employment, training, promotion, and compensation to all persons without regard to race, color, gender, national origin, sexual orientation, gender identity, gender expression, age, marital status, religion, HIV status, physical or mental disability, political affiliation, veterans' or military status, or any other status protected by applicable federal, state, or local law. MOASH complies with all applicable federal, state, and local laws that prohibit discrimination in the workplace.

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