



Posting Date: January 2nd, 2018

Position Title: Education & Outreach Director

BACKGROUND

Take Control Initiative (TCI) is a Tulsa County based organization that empowers women and families with the choice of when to have children through education, outreach and free clinical services for highly effective, low maintenance contraception including IUDs and the Implant.

Teen and unintended pregnancy in Tulsa, Oklahoma is a significant contributor to intergenerational poverty. Besides working to break the cycle of poverty, we also work to remove barriers to clinical services for women and teens and ensure they have access to resources to help them achieve their dreams and goals. TCI's organizational core values are: Equity, Access & Innovation. For more information about TCI visit: www.takecontrolok.org.

POSITION SUMMARY

The **Education & Outreach Director** is a new position at TCI and is a full-time, exempt position reporting to the Executive Director.

Position Description:

The **Education & Outreach Director** manages the strategic building and maintaining of community relationships, including but not limited to families, partner organizations, community leaders, and faith-based groups, as well as develops and implements a variety of education strategies that meet the identified community needs in promoting healthy preconception practices and the reduction of unintended pregnancies.

Essential Duties & Responsibilities:

- Developing, evaluating and coordinating educational programs and strategies for TCI.
- Tracking & managing partnerships between organizations, community leaders and faith based groups.
- Creation & distribution of outreach materials, making sure materials are relevant and inclusive.
- Researching current evidence based practices in curricula & programming to ensure all outreach material and programs are up to date.
- Growing TCI's referral network by actively seeking new partner programs and sustaining current relationships.
- Collaborate with partners at community institutions and education systems ensure current practices and policies are relevant and timely.
- Serve as community resource on Education, recommending and implementing training for community partners and programs.
- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.
- Occasional flexible schedule required including night and weekend work representing TCI at events.



REQUIREMENTS & QUALIFICATIONS

Experience and Education:

- Bachelor's Degree or equivalent work experience (required).
- Master's Degree required in Public Health, Public Administration, Health Education or related field (preferred).
- 2+ years in an education setting (preferred).
- Experience developing initiatives and projects with a team.
- Experience with adult learning design and/or teaching/coaching adult learners preferred.
- Experience working in a health setting preferred.
- Experience leading a community collaborative effort preferred.
- Experience working on a community organizing initiative and/or a faith-based community a plus.

Required Skills:

- Proficient in the Microsoft Office Suite and Google Drive.
- Ability to build relationships and create alignment with individuals from a wide range of perspectives, including physicians and health system leaders
- Ability to project plan, track tasks, assess progress, and follow through on the execution of plans
- Creative, system-level problem solving
- Ability to collect, track, verify, analyze, and interpret data
- Strong public speaking skills and leadership qualities
- Strong understanding of local, state and national education policy
- Goal-focused determination
- Ability to lead groups of people across multiple organizations bringing them together for a common cause

How to apply:

Send us an email with a PDF version of your resume and cover letter. Submissions can be sent to takecontrol918@gmail.com with **Education & Outreach Director** in the subject line. Applications will be reviewed on a rolling basis after January 15th and continue until the position is filled.

We want to hear from you if:

- You are passionate about empowering women and teens.
- You enjoy working in a collaborative environment and forging new connections.
- You are curious, innovative and willing to learn and adapt.
- You are looking for an opportunity to grow creatively and professionally.
- You are a self-starter, capable of working on a team and independently.

Take Control Initiative is a partner organization fiscally sponsored by the Tulsa Community Foundation (TCF). Take Control Initiative & Tulsa Community Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations. We are an e-verify employer.

If you have a difficulty applying for any job posted on Tulsa Community Foundation's website because a disability prevents you from using the online system, Tulsa Community Foundation offers the following alternate application procedure: Contact Human Resources at 918-494-8823, and TCF will arrange for an

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alternate method of applying and will consider your application together with all other applications received for the job. Please call only for such application assistance.