



**Posting Date:** January 2nd, 2018

**Position Title: Post Secondary Education Coordinator**

### **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](http://www.takecontrolok.org).

### **POSITION SUMMARY**

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

#### Position Description:

The **Post Secondary Education Coordinator** is responsible for collaborating with community postsecondary institutions to advance TCI's mission, ensuring students have access to information and clinical services for healthy preconception practices.

#### Essential Duties & Responsibilities:

- Supporting the Education & Outreach Director with developing, evaluating and coordinating educational programs.
- Cultivating a framework for building relationships and implementing programming for TCI outreach with a variety of post secondary educational institutions.
- Working closely with post-secondary education leaders to collaborate on policies and education initiatives.
- Invest key stakeholders with various perspectives and motivations in order to collaborate for larger impact.
- Manage inventory and distribution of all training materials with in budget guidelines.
- Manage education scheduler system, including training and attendance tracking, data entry, and data integrity.
- 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).
- 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.

### Required Skills:

- Proficient in the Microsoft Office Suite and Google Drive.
- Data tracking.
- Ability to build relationships and create alignment with individuals from a wide range of perspectives.
- Ability to project plan, track tasks, assess progress, and follow through on the execution of plans.
- Creative, system-level problem solving.
- Data-informed policy creation and implementation.
- Goal-focused determination.

### 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](mailto:takecontrol918@gmail.com) with **Post Secondary Education Coordinator** in the subject line. Applications will be reviewed on a rolling basis after January 15<sup>th</sup> 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.*

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*918-494-8823, and TCF will arrange for an 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.*