



## Job Posting

**Position:** Project Coordinator

**Reports to:** Project Director

**Start Date:** Flexible; ASAP

**Schedule:** Full-time; exempt

**Compensation:** \$45-50k annual salary, depending on qualifications. Benefits include 100% employer-paid medical, dental, vision, long- and short-term disability, and life insurance; retirement plan with 3% annual salary contribution; up to \$100 monthly stipend for cell phone/internet; generous PTO and paid holiday policy; up to 12 weeks paid family leave for new parents; flexible, virtual work environment.

### Who We Are

The Texas Campaign to Prevent Teen Pregnancy is a statewide, nonpartisan, nonprofit organization founded in 2009 to reduce teen pregnancy through research, advocacy, collaboration and training. We are committed to ensuring that every Texas teen has the knowledge and resources to make informed decisions about their health and future. Our team is small but mighty, driven by data and committed to excellence. We rely on individual strengths and experience as well as the power of collaboration to deliver the best possible resources and solutions for our stakeholders and partners.

### Who You Are

The Project Coordinator will ensure the success of our collaborative efforts to equip youth in the child welfare system with the tools and resources they need for optimum sexual health, including building the capacity of adults in the system who serve them. To achieve this bold goal, you are:

- **Passionate** about working in an organization that values and promotes diversity, equity, inclusion and anti-racism.
- **An organizational rock star.** Your sock drawer or bookshelf might be organized by color and category.
- **A positive self-starter.** You aren't afraid to take either initiative or direction and can quickly learn what each situation calls for. You approach challenges with equal parts curiosity and flexibility.
- **An expert juggler.** You can switch focus from one task to another with ease.

At the Texas Campaign, we know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities, and sexual orientations to apply to this position.

### Roles and Responsibilities

As in any small nonprofit organization, all Texas Campaign staff wear many hats. We are looking for someone who can roll up their sleeves and jump right in as a key ambassador for the organization.

#### *Collaboration*

- Cultivate and foster relationships with project partners, community representatives, funders, and other stakeholders
- Participate in regular meetings with partner agencies, and manage meeting materials, meeting notes, and action items



- Support project director in ensuring program implementation including execution of project plans, and tracking and reporting on project performance deliverables
- Assist with data collection, gather feedback on the effectiveness of interventions, and identify needs for adaptation
- Assist in liaising with partners to support implementation of youth-friendly protocols and best practices
- Provide support for trainings in participating communities

#### *Project Coordination*

- Collaborates with the Project Director and content experts to ensure the initiative's success
- Assists with all aspects of meeting planning and implementation—both virtual and in-person—including promotion, registration tracking, handling speaker materials, facility logistics, etc.
- Assist with post-event procedures including, but not limited to, processing continuing education certificates, thank you notes, and acknowledgements
- Supports the Project Director in recruitment, selection, scheduling, and monitoring of participating sites
- Coordinates the preparation and delivery of presentations and marketing/educational materials
- Maintain project database and/or spreadsheets to monitor tasks and maintain internal records
- Ensure effective coordination and communication with external stakeholders, including venues, food/beverage vendors, graphic designers, etc.

#### **Qualifications**

- 2-5 years of administrative experience, ideally in the nonprofit sector
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Strong oral and written English communication skills
- Experience working in family planning/reproductive health care services or related field
- Lives in Houston or able to travel to Houston frequently
- Demonstrated ability to handle confidential information in a discreet and professional manner
- Team player with strong multi-tasking abilities, works well under pressure, deadline oriented
- High degree of initiative and ability to work independently
- Ability to lift up to 20 pounds
- Ability to work a flexible schedule, including evenings and weekends on occasion
- Ability to travel within Texas up to 3 days/time, when safe and appropriate

#### **Application Instructions**

We are specifically looking for candidates who bring a fresh perspective to our work and encourage interested candidates to showcase their experiences, ideas, and personalities in a customized cover letter describing your qualifications and interest for this position. If you don't fit every one of the qualifications, let us know why you're a great candidate. Applications with a generic cover letter will not be considered.

Please send your cover letter, your resume, and three references (names and contact information) to [info@txcampaign.org](mailto:info@txcampaign.org) with the job title in the subject line. Applications will be reviewed on a rolling basis and the position will remain open until filled.