



## Position Description

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<b>Position Title:</b>	Adolescent Health Project Director
<b>Status:</b>	Exempt
<b>Position Reports To:</b>	Executive Director
<b>Schedule:</b>	Full time at 40 hours per week or more with some flexibility in scheduling. May be required to work additional and/or evening hours during busy time periods or for special events.
<b>Salary:</b>	\$65,000 - \$85,000

### I. General Summary of Responsibilities:

Lead and facilitate a collective impact collaborative with the goal to increase youth's access to sexual and reproductive health care and education across our community focusing on policies, education, and services for adolescent health and wellness.

The ideal candidate will need to build and strengthen relationships with internal team and external stakeholders to enhance the project as well as manage all aspects of the project and its multiple work streams, including implementing a digital platform that will be used to expand access to sexual and reproductive health care and education.

This will include, but is not limited to:

- Ensuring the operation of an impact-oriented monitoring and evaluation system that drives decision-making, guides initiative improvements, and demonstrates the project's theory of change
- Overseeing an ongoing outreach strategy to deepen the project's presence and reputation among target demographics with community partners
- Serving as a point of contact for project communications with partners through regular communication with all key stakeholders and participating in regular media interviews to update the general public
- Facilitating technical assistance through insights collected through the digital platform design, development and implementation
- Leading the implementation, design and continued improvement of the digital platform with the support of technology partners
- Leading, executing and monitoring all project work plans, milestones, and progress of key deliverables
- Managing the flow of information between partners and maintaining the repository of all project documentation and outputs as well as the various tools and methods of communication
- Managing the mobilization of grant funding to partner organizations

## II. Minimum Qualifications (Education and Experience):

Bachelor's degree required. Four years of general work experience including community or regional planning, project development and implementation or organizational leadership required. Experience with programmatic data collection and analysis, training in evaluation, or participation in program evaluation a plus. Experience leading a successful team in a project with successful outcomes while inspiring those around them and prioritizing morale across the initiative.

It is critical for this position to have strong communication skills as well as the ability to cultivate and maintain positive, authentic relationships for system change. While tech experience is not necessary, comfort with technology and a willingness to learn will be crucial as we develop a digital platform to increase access to sexual and reproductive health care and education across the state of Nebraska.

## III. Knowledge, Skills, Abilities and Personal Attributes Required:

- Understanding of the importance of diversity, equity and inclusion and principles of social justice
- Ability to communicate the mission and values of the Women's Fund and the project
- Experience in project management
- Flexibility, adaptability, and comfort in learning new technologies
- Experience in leading and developing productive collaborations with community partners
- Ability to think big picture as well as to translate ideas into realistic, actionable plans
- Understanding of collective impact and system-change strategies
- Leadership strengths that facilitate inclusivity and a focus on positive outcomes; experience/expertise in process and meeting facilitation
- Ability to work in a fluid environment with ongoing reorganization
- Ability to work independently
- Excellent written and oral communication skills
- Ability to create, write, implement, and assess action plans and technical reports
- Excellent organizational skills and response to competing priorities
- Keen analytical skills and attention to detail

**Last Revised:** September 2019

*Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

### How to Apply:

Interested candidates should send a cover letter and current resume to Michelle Zych at [MZych@OmahaWomensFund.org](mailto:MZych@OmahaWomensFund.org).

### Non-Discrimination Policy

The Women's Fund does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship status, veteran status, political affiliation, or economic status, in any of its programs, activities, and employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and partners. The Women's Fund is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any

employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

#### **About the Adolescent Health Project**

The Adolescent Health Project, also known as Get Checked Omaha, seeks to create sustainable community-wide changes through a research based, results focused, comprehensive approach that works to increase the sexual knowledge of youth and, thereby, decrease the rates of STDs and unintended pregnancies. The Adolescent Health Project is an initiative of the Women's Fund. Learn more at [www.GetCheckedOmaha.com](http://www.GetCheckedOmaha.com).

#### **About the Women's Fund**

The Women's Fund is a nonprofit organization dedicated to improving the lives of women and girls. As a trusted expert in the community, the organization identifies critical issues, funds innovative solutions and influences dynamic change. Since its beginning in 1990, the Women's Fund has supported local agencies with more than \$25 million in grants for programs that address the most pressing issues as identified by its research and has established its own programs to meet unaddressed needs. It is the only foundation that provides grants exclusively to programs for women and girls in our community while leading research on issues concerning women and girls in order to raise awareness and drive change. For more information, visit [www.OmahaWomensFund.org](http://www.OmahaWomensFund.org).