

Job Title	Education and Outreach Coordinator
Employer/ Agency	The Women’s Fund for Health Education and Resiliency
Job Description	<p>The Education and Outreach Coordinator maintains and implements effective educational programming and outreach efforts of TWF health education programs for adolescent girls and women, community seminars, and scholarship program. Additional duties include outreach efforts that support the services provided by the Women’s Fund by developing and maintaining community collaborations with other organizations and relationships with intern and volunteer programs.</p> <p>Health Education Programs</p> <ol style="list-style-type: none"> 1. Review and update existing Health presentations as well as create new presentations as requested 2. Coordinate and schedule classes and workshops with partners organizations 3. Train community volunteers on health education curriculums and health programs 4. Facilitate classes and workshops as assigned <p>Community Relations</p> <ol style="list-style-type: none"> 1. Identifies educational contacts in the community that are mutually beneficial. 2. Increase The Women’s Fund reach in the community by developing relationships with non-profits, agencies and organizations. 3. Seeks out and works with existing community organizations to coordinate educational programs. 4. Coordinates distribution and develops new placements for all four publications. <p>Communications Responsibilities</p> <ol style="list-style-type: none"> 1. Maintains placement records and reports for all publications. 2. Maintains evaluation data entry for education programming. 3. Coordinates newsletter article assignments and submission, and prepares articles for the newsletter.
Qualifications	<p>Requirements: Degree in Health Education, Public Health, Psychology, Social Work or other related field. Master’s degree and fluency in Spanish are a plus.</p> <p>Skills: Proven computer skills, proven written skills, knowledge of graphics</p>

	programs desirable, knowledge and or experience working in community development, ability to work with the medical, educational and corporate community.
Salary/Hours	Begins at \$37,500 Office hours: 9 a.m. to 5 p.m., Monday through Friday. Requires some early mornings, late evenings and weekends.
Employer/Agency	The Women's Fund for Health Education and Resiliency
Address	5433 Westheimer, Suite 924
City, State, Zip	Houston, Texas 77056
Contact Person	Linda Rhodes
Contact Title	Executive Director
Telephone Number	713-623-6543
Fax Number	none
Email Address	womfund@thewomensfund.org
Application Method	Submit resume and cover letter via womfund@thewomensfund.org .
Opening Date	August 28, 2019

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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