



**Job Description: Curriculum Content Manager -  
SRAS Community Educator (CCM)**

**Position Objective:** Meet and maintain the highest standards for the implementation of the I Decide for Me sexual risk avoidance curricula

**Report To:** Director of Education

**Profile:**

- Agrees without reservation to the Statement of Principle and Clarity policies and procedures
- Bachelor's degree in appropriate field or equivalent experience
- Exhibit strong leadership capabilities and organizational skills
- Possess skills in public speaking and interpersonal communication especially with teens/young adults
- Have computer competencies and willingness to become proficient in Microsoft Word, Microsoft Excel and PowerPoint presentation software
- Self-motivated, dependable, responsible and able to carry out responsibilities with little or no supervision

**Responsibilities:**

1. Obtain Sexual Risk Avoidance Specialist Certification and recertification when necessary from Ascend.
2. Become a proficient presenter of all levels of the I Decide for Me program teaching these programs as needed.
3. Work with Education Department's Administrative Assistant to facilitate the annual training for the I Decide for Me (IDFM) Curricula Certification.
4. Work closely with the Education Director to maintain the highest standards for the Elementary, Middle and High School *I Decide For Me* curriculum, keeping it medically accurate, age appropriate and culturally relevant—updating statistics, media and other information and materials in conjunction with other members of the Education Department.
5. Stay current on cultural topics pertaining to youth and parents. This includes but is not limited to reading books and articles, doing research and attending conferences.
6. Work with the other members of the Education Department (and summer interns) to update statistics, other information and media content throughout all Clarity curriculums.
7. Manage the acquisition of and maintenance of adequate AV and computer equipment for Education Department staff to use for presentations.
8. Work with Curriculum Content Manager and Director of Education to market the curriculum to all relevant Elementary, Middle and High Schools in our six county areas.
9. Work with Education Department's Administrative Assistant to establish and maintain an ongoing working relationship with area school administrators and faculty, marketing the curriculum to all relevant Elementary, Middle and High Schools in our six county areas.
10. Work with website manager to communicate youth culture trends to parents as well as create resources for parents.
11. Write and present specialty presentations as needed.
12. Oversee and/or perform routine office work as needed including making copies, returning phone calls and emails, etc.
13. Perform other tasks to support the overall objectives of Clarity. These include, but are not limited to presenting at Clarity volunteer trainings and in-service workshops as requested; attending monthly Clarity staff meetings and annual meetings; writing articles

- for the Clarity newsletter and blog entries as requested; promoting programs on radio stations as requested; assisting with and attending Clarity fundraising events as needed.
14. Submit a monthly report to the Director of Education.
  15. Work with Clarity Development Director, Friendraiser and Executive Director to promote Clarity by speaking at community organizations, churches and for area groups as requested.

**Compensation:** Hourly (36 hours per week)

*Note: This position is contingent on the availability of federal grant funding.*