



Job Title: Curriculum Content Manager and SRAS Community Educator

Position Objective: Meet and maintain the highest standards for the implementation of the *I Decide For Me* sexual risk avoidance curricula. Present *I Decide For Me* Sexual Risk Avoidance curriculum, and assist with additional presentations on an as needed basis.

Report To: Director of Education

Profile:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord. Exhibit strong commitment and dedication to the pro-life position and sexual integrity. Agrees without reservation to the Statement of Principle, Statement of Faith, and Clarity policies.
- Exhibit professional communication skills, public speaking skills and interpersonal communication specific to teens and young adults.
- Bachelor's degree in appropriate field or equivalent experience.
- Exhibit strong leadership capabilities and organizational skills.
- Have computer competencies and proficiency in Microsoft Word, Microsoft Excel, and PowerPoint presentation software. Experience with Adobe InDesign also preferred.
- Self-motivated, dependable, responsible and able to carry out duties with little or no supervision.

Responsibilities:

- Establish a working knowledge of all Clarity programs and services.
- Obtain Sexual Risk Avoidance Specialist Certification and recertification from Ascend.
- Become a proficient presenter of the *I Decide For Me* program, specifically in the grade level(s) assigned by the Education Director, teaching these programs as needed.
- Teach with fidelity the *I Decide For Me* curriculum as scheduled in public and private schools or other venues. Submit Fidelity Monitoring Tool for each class presentation.
- Establish and maintain an ongoing working relationship with area administrators and teachers.
- Assist the Education Director and Education Administrative Assistant to facilitate the annual training for the *I Decide For Me* (IDFM) Curricula training.
- 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 materials in conjunction with the Education Director and members of the Education team.
- Assist the Education Director with leading the education team through the revision process of each level of *I Decide For Me*.
- Assist in the revision of pre and post surveys for each level of *I Decide For Me*.
- Stay current on cultural topics pertaining to youth and parents. Be open to learning and growing in skills and abilities needed to successfully impact youth in the area of sexual health. This includes, but is not limited to, reading books and articles, conducting research, and attending conferences, as approved by the Education Director and budget availability.
- Collaborate with Creative Specialist for creating resources or other special projects as needed.
- Perform routine office work for presentations as needed including making copies, and returning phone calls and emails. Coordinate ordering materials and scheduling with the Education Department Administrative staff.

- Regarding possible current and future grants: become familiar with grant goals, objectives and activities needed to meet program goals and objectives; assist all parties when requested and meet deadlines specific to curriculum content management.
- 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 quarterly 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.
- Report to the Education Director regularly; provide a monthly report.

Compensation: Hourly Pay (30 hours per week; Approximately 10 hours per week dedicated to Curriculum Content Manager and 20 hours per week serving as an SRAS Educator) An annual written and oral evaluation will be given by the Education Director.