



**Girls Incorporated of Lynn**

**JOB TITLE:** Teen Health Specialist

**DEPARTMENT:** Teen Program

**SUPERVISES:** Teen Health Ambassador Peer Leaders and Interns

**OVERVIEW:** The Teen Health Specialist will oversee the teen health ambassador peer leadership program and deliver Girls Inc. Healthy Sexuality curricula in the Lynn Public Schools.

**STATUS:** 40 hours per week, non-exempt

**Principal Tasks:**

- Assist with coordination and delivery of Girls Inc. healthy sexuality curricula in the Lynn Public Schools and community agencies
- Deliver the Department of Public Health approved curricula with fidelity and adhere to the values of the curricula;
- Attend Massachusetts Department of Public Health provider meetings, trainings and participate in regular conference calls as requested
- Complete all reporting requirements for the Department of Public Health, Girls Inc. and other funders
- Administer all surveys and maintain accurate records regarding program delivery;
- Serve as an advocate for teen pregnancy prevention issues which includes partnering with the Lynn Public Schools, Lynn Community Health Center, North Shore Medical Center, State Legislators and other service providers
- Recruit, train, supervise and support 4-6 high school-age females in the position of peer leader educator
- Create a structured schedule for the peer leaders
- Teach the teen health ambassadors how to plan and host community health related events and carry out projects
- Facilitate collaborative events/programs with health care providers, youth-serving agencies, community based agencies, and the teen drop in center to promote adolescent health/wellness
- Create an annual calendar of events for the Teen Health Ambassadors program
- Participate as a member of the Middle School and Teen Program teams to assess needs of girls and greater community, and how Girls Inc. is/could be meeting such needs
- Plan and implement programming and workshops, including Girls Inc. healthy sexuality, for the middle and high school program participants as requested
- Monitor progress and inform supervisor about all problems, concerns and needs of students and collaborating organizations and schools

- Serve as liaison for Girls Inc. and represent Girls Inc. at community events as requested
- Attend all trainings and meetings as requested
- Work collaboratively with Girls Incorporated staff to provide a safe, secure, pro-girl environment
- Carry out other tasks as assigned

**Qualifications:**

- BA in public health, social work, community planning, human services, or a related major is strongly preferred, however relevant experience is valued highly
- Minimum of 18 months of experience working with youth
- Familiar with social-ecological health promotion frame
- Solid understanding of youth development
- Strong facilitation skills and group/classroom management skills
- Ability to take initiative to respond to changing needs and changes within the community
- Experience in marketing programs and recruiting teens
- Ability to work as an effective and active team player within Girls Inc. and other community groups.
- Ability to work in a youth/adult collaborative environment.
- Excellent organization and verbal communication skills (bilingual a plus).
- Strong written communication skills
- Ability to take on multiple projects and manage them simultaneously.
- Experience working with youth and adults in a multicultural, urban setting.
- Knowledge of community needs and changing environmental norms for youth.
- Able to work flexible hours including evenings, at least one evening a week until 7:00pm and occasional weekends
- Strong computer skills and Internet familiarity.

Rate: \$18.00 per hour Schedule: Monday-Friday, 40 hours per week

Girls Incorporated of Lynn is an equal opportunity employer. Persons of color are encouraged to apply. Qualified candidates may email a cover letter and resume to Lena Crowley, Director of Middle and High School Programs at [lecrowley@girlsinclynn.org](mailto:lecrowley@girlsinclynn.org)

A conditional offer to the selected applicant will be contingent on the successful completion of a CORI check.