

Red Ribbon Project: Executive Director (20 hours a week)

Mission of Red Ribbon Project: to promote healthier lives by reducing teenage pregnancy, HIV/AIDS and other sexually transmitted infections.

Vision: A community that values sexual health



Position Summary: Under the direction of the Board of Directors, this position supports the mission of the organization by building community partnerships, overseeing school-based life skills and sexual health education programs, supervising program facilitators, and performing general office duties and other responsibilities as needed.

POSITION RESPONSIBILITIES:

EDUCATION PROGRAM OVERSIGHT

- Communication with school partners and facilitators to recruit, plan, implement and evaluate in-school prevention programming beginning in fifth grade through high school level.
- Hire, train, coach and supervise program facilitators; manage contracts
- Coordinate program supplies and materials
- Utilize evaluation tools to measure program effectiveness and track student engagement
- Work with Board of Directors on sustainable development of program efforts (evaluation measures, analyzation, financial oversight and vision)
- Ensure all program information is tracked in a timely manner in all tracking documents

AWARENESS/PREVENTION PROGRAMS

- Manage free HIV testing, recruit testers, coordinate location, maintain annual testing numbers, manage budget
- Research strategies to reach residents most at-risk for HIV, grow and maintain partnerships within the community for awareness campaigns and marketing
- Coordinate condom distribution throughout the community (bars, liquor stores, etc.)
- Explore locations for dissemination HIV/STI awareness and prevention, including other areas for free condom distribution.

SUPPORT SERVICES

- Respond to requests for financial assistance from person infected or affect by HIV

COMMUNITY OUTREACH

- Build and maintain relationships with community agencies and other youth-serving organizations
- Manage website including current sexual health education information for schools and families, HIV testing information, and event information.
- Maintain and grow social media reach regarding events and program outcomes
- Coordinate, plan, solicit sponsorships and donations for the RRP's annual fundraising event

GRANTWRITING

- Research grants that would provide program and/or general operating as well as identify collaborative opportunities and new program development
- Maintain program information necessary for successful grant writing and reporting
- Remain up-to-date on youth trends, best practices for program implementation, and track program evaluation data to further enhance successful grant writing.

ADMINISTRATION

- Works closely with the Board of Director's on annual goals, strategic planning, and budgeting
- Create content for increased engagement through various media channels including social media and other marketing and communications efforts as needed
- Carefully manage the approved annual budget; maintain and update Quickbooks, prepare financial reports for the Board of Director's

Additional Requirements:

The Executive Director position requires a high level of professionalism, strong multi-tasking skills, and flexibility. The Director must be comfortable managing all aspects of sexual health education programming, as well as community development efforts.

The Director will occasionally be required to perform position duties outside of normal working hours. Travel to meetings throughout the county may be required. It is important that the candidate is able to conduct themselves in the most courteous and professional manner at all times. There may be the possibility of a full-time position with partner organizations dependent upon the skills of the candidate. Salary range is \$36,000-\$40,000 for 20 hours a week.

Cover letter and resume should be submitted to info@redribbonproject.org