

BRIDGERCARE – POSITION DESCRIPTION

All Bridgercare employees contribute significantly to providing excellent, affordable reproductive and sexual healthcare and education in a safe, supportive, empowering atmosphere. This position description outlines primary qualifications, duties and job scope but does not limit the employee or Bridgercare to just the work described. It is our expectation that employees will perform all necessary functions at appropriate times and circumstances so that Bridgercare excels in accomplishment of our mission.

POSITION TITLE: Education Specialist

STATUS: Full Time

COMPENSATION: \$19.50+ per hour DOE, plus benefits

POSITION SUMMARY

The Education Specialist is responsible for working with the Education Director to coordinate and deliver Title X community education and outreach activities support per Bridgercare protocols to target populations. The Community Outreach and Education Specialist reports to the Education Director.

POSITION RESPONSIBILITIES

1. Schedule and facilitate presentations on a variety of human sexuality topics for diverse groups of youth and adults in a variety of settings including public and private schools, healthcare organizations, the Gallatin County Detention Center and community workshops.
2. Ensure that all presentations are medically accurate, developmentally-appropriate, values neutral, trauma informed and inclusive of vulnerable populations. Topics taught may include but are not limited to: puberty, sexually transmitted infections, birth control, how to provide affirming healthcare and education for LGBTQ+ populations, consent, healthy relationships and how to talk to your kids about sexuality.
3. Professionally represent Bridgercare at meetings and community outreach events.
4. Work with Education Director to develop, market and implement new program content on human sexuality and reproductive health as the need arises
5. As needed, write articles, letters to the editor, blog posts, etc. that are in line with Bridgercare's mission and values.
6. Build and maintain positive, professional working relationships with community partners, clients, colleagues, interns and volunteers. When applicable, work with these groups to execute or expand outreach and education activities.
7. Serve as a resource in the community for sexual health information based on current best-practices.
8. Keep accurate education activity records and collect statistical and evaluation information. File required documentation for grant funded programs.
9. Review expense reports, invoice payers for funded activities, and participate in budget planning for outreach activities.
10. Assist in coordinating or providing, and participate in relevant staff training and Bridgercare staff meetings.
11. Work closely with Education Director to ensure coordinated delivery of outreach and education.
12. Behave professionally at all times and manage conflict quickly, directly and respectfully.
13. Other duties and responsibilities as assigned by Education Director.

Skill and Attitudes

1. Commitment to Title X program goals and philosophy.
2. Ability to identify your personal biases and actively work to ensure equitable treatment of all.
3. Ability to refrain from imposing your personal values on others.
4. Ability to work effectively and sensitively with a diverse and limited resource population.
5. Ability to work calmly and effectively under pressure.
6. Ability to work in a team and to share responsibilities and duties.
7. Ability to resolve interpersonal conflict in a straightforward and timely manner.
8. Maintain stable emotions when faced with opposition, pressure and/or stressful condition.

9. Ability to set priorities, be organized and a self-starter.
10. Ability to speak and communicate effectively in public and display excellent facilitation skills.
11. Ability to exercise initiative, sound judgment and problem-solving skills..
12. Ability to speak comfortably and knowledgably about current reproductive health and justice issues, family planning, human development and sexuality.
13. Ability to establish rapport, earn confidence, demonstrate consistency between words and actions, and deliver on commitments.
14. Ability to communicate clearly orally and in writing.
15. Ability to actively pursue relevant professional development opportunities and incorporate new knowledge into job duties.
16. Ability to adapt to shifting priorities and adapt strategies in response to new information or changes to a situation.
17. Ability to efficiently navigate technology.
18. Ability to preserve privacy and confidentiality.
19. Ability to contribute to a positive functional workplace culture.

QUALIFICATIONS

- Preferred: Bachelor's Degree and minimum 2 years' work experience in community outreach, public speaking, teaching or community organizing. An equivalent number of years of life or professional experience will be considered as well.
- Fluency in Spanish desired.
- Have a valid MT Driver's License, reliable transportation and motor vehicle insurance as required by the State of Montana.
- Ability to work a flexible schedule, including approximately one evening per week and one weekend day per month.
- Ability to travel throughout Bridgercare's service area (Gallatin, Madison, Park and Sweet Grass counties), with occasional (several trips / year) travel to Helena, MT, and periodically, out of state, for outreach, training and administrative functions. Total work time involving travel = about 5% of the time.

Physical Requirements for the position:

Requires some physical exertion such as bending, lifting, and holding supplies weighing up to 30 pounds. Requires manual dexterity to operate technology used for community events and presentations. Requires ability to speak and hear clearly for communication with clients and community members. Requires ability to see to travel to event locations and use teaching tools and supplies.

Essential Physical Requirements

	Occasionally (1%-33% of day)	Frequently (34%-66% of day)	Continuously (67%-100% of day)
Sitting		X	
Standing		X	
Walking	X		
Speaking/Hearing			X
Seeing/Ability to distinguish colors			X
Hand/Wrist Work (i.e. Keyboarding)			X
Pushing/Pulling		X	

Grasping		X	
Fine Manipulation		X	
Reaching		X	
Bend	X		
Kneel	X		
Squat	X		
Lift 1-10 lbs	X		
Lift 11-20 lbs	X		
Lift 21-50 lbs	X		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Bridgercawhere employment is based on personal capabilities and qualifications without discrimination because of race, color, national origin, religion, creed, sex, age, physical or mental disability, marital status, genetic information, political beliefs, sexual orientation, gender identity or any other protected characteristic as established by law.

If you require specialized accommodations (due to a disability, religious belief/practice, etc.) a reasonable accommodation will be made unless it creates an undue hardship for Bridgercare. A reasonable accommodation does not mean the elimination of an essential function of the job. Employees with access to information about reasonable accommodations shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

People of color and LGBTQ+ individuals are strongly encouraged to apply.