



Council on Adolescents Job Description

- Title:** *Health Educator/Director of Development*
- Report To:** Executive Director/Health Education Supervisor
- Salary:** Based on experience (Minimum \$15/hour)
- Hours:** 40 hours/week
- Purpose:** The Health Educator will provide puberty and reproductive health and safety educational programs to diverse populations at a variety of locations throughout the community with a strong emphasis on school systems in Catawba County.

The Director of Development is responsible for coordinating and developing all donor relations, including individual and corporate, planned giving, major gifts, and special events.

Qualifications:

- A bachelor's degree in health education or a related field and a minimum of one-year experience in community health or public speaking.
- Excellent writing and communication skills
- Must be able to work with and motivate staff, board members, and other volunteers
- Must interact well with diverse populations
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls
- Be willing to take initiative and be innovative with projects
- Must be organized, detail-oriented, and comfortable with public speaking
- Must have a strong work ethic with a high degree of energy and proactively engage in professional development
- Social media and advertising skills preferred
- Must be a "team player" but able to work independently
- Computer skills with Word, Excel, and other programs

Title: Health Educator

Hours: 25 hours/week

Responsibilities:

- Provide puberty and reproductive health and safety education programs to youth at schools and other community locations accessible to them.
- Collaborate with appropriate agencies and individuals to implement programs.
- Assist with United Way speaking engagements, lunches, and fairs when necessary.



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- Assist the Health Education Supervisor with specific programs where a team approach is needed.
- Help plan and implement special events/programs.
- Collaborate with other staff to update curriculum annually.
- Evaluate programs through grading pre and posts tests and report results to Health Education Supervisor.
- Attend workshops and seminars to remain current and updated in the field and professional areas.
- Assist with the development of a yearly strategic plan of goals and objectives.
- Assist with promoting special programs and events to the community.
- Perform other duties as necessary, as assigned by the Executive Director

Title: Director of Development

Hours: 15 hours/week

Responsibilities:

- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation, and solicitation of major donors.
- Increase donor base through speaking engagements, public appearances, and connection with the community.
- Direct the annual fund program, including mailings and other major fundraising drives
- Oversee Neon database and tracking systems, ongoing learning with database
- Update ED regularly about potential donors and set up meetings with potential donor and ED when appropriate
- Work closely with Fundraising Committee, ED, and Board of Directors
- Oversee social media platforms and create new ways to support fundraising activities on these platforms
- Ongoing learning about fundraising trends and the nonprofit community
- Assist with United Way speaking engagements, lunches, and fairs when necessary
- Perform other duties as necessary, as assigned by the Executive Director

Salary is commensurate with experience.



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Application:

Please send a cover letter and resume to:

Council on Adolescents of Catawba County

Attn: Lisa Eaton

1120 Fairgrove Church Road SE, Suite 22

Hickory, NC 28602

Email: LEaton@coacatawba.org