

**Position: Sexual Risk Avoidance Education (SRAE) Coordinator**

**Time commitment: 34 hours per week (.85 FTE)**

The SRAE Coordinator reports to the Director of Youth Services and responsible for coordinating all programming for sexual risk avoidance education. Primary responsibilities include:

- Attend curriculum training and “Train the Trainer” training;
- Serve as a liaison for partners;
- Oversee SRA Educators in implementing curriculum with fidelity;
- Oversee enrollment of youth including distribute and collect complete enrollment forms;
- Coordinate referrals and follow up with referred agencies
- Create opportunities for new partnerships;
- Collect daily attendance records;
- Collaborate with partners schedule dates for lesson facilitation;
- Monitor progress toward meeting outcomes;
- Communicate with the Executive Director relevant progress and challenges of the program;
- Provide evaluations and other reports as required;
- Attend periodic training to increase competency;
- Maintains participant files and ensures confidentiality and security; and
- Other duties as assigned related to the administration of the grant.

Minimum qualifications for the SRAE Coordinator are as follows:

- Bachelor’s degree in education, sociology, psychology or related social science discipline;
- 2 years of experience engaging and working with at risk youth;
- Knowledge of Sexual Risk Avoidance Education;
- Ability to work collaboratively with partner organizations including school faculty and staff;
- Excellent communication and organizational skills;
- Ability to work independently;
- Ability to travel around the city;
- Must be dependable and prompt; and
- Must be able to pass background check required by Chicago Public Schools.

**To apply, email application materials (i.e. cover letter, resume etc.) to Cheryl Crozier at [ccrozier@flfchicago.org](mailto:ccrozier@flfchicago.org)**