

# Job Description - Upper Hudson Planned Parenthood

**Position Title:** Youth Health Promoter

**Reviewed By:** Human Resources

**Location:** Hybrid (Part Time Virtual & Part Time Albany Location) **Department:** Education

**Reports To:** Youth Program Manager & YMOS

**FSLA Status:** Part time; Non-Exempt

**Terms:** January 2023 - December 2023

**Salary:** \$15/hr

## **About Us:**

The primary responsibilities of the Youth Health Promoter position are to educate teens in our service area (Albany, Rensselaer, and Columbia Counties) about topics including sexual, reproductive, and relationship health, and to reduce barriers/increase youth access to UHPP programs and services. Youth Health Promoters will be trained to do this over the course of their employment at UHPP and will use their knowledge and skills to educate their peers through digital media, programming, and other avenues.

The position of Youth Health Promoter is funded by CAPP (Comprehensive Adolescent Pregnancy Prevention), which is a NYSDOH program aimed at reducing initial and subsequent teen pregnancy and sexually transmitted infection rates within New York State.

The position of Youth Health Promoter is held with a limited term of employment, as outlined by UHPP with a length of time determined to be 12 months. Term limits for the position of Youth Health Promoter will not exceed the one-year duration. Term limits do not guarantee continued employment during the one-year duration. This year the focus service area for the YHP program will be Rensselaer/ Albany county, You must reside as well as have appropriate transportation to Albany county for this position.

## **Responsibilities:**

1. Attend regularly scheduled team meetings.
  - a. When Virtual: Access to reliable Wi-Fi and a reasonably quiet space from which to attend calls and video conferences. UHPP will provide additional materials and supplies that an employee needs to complete their essential duties (ex. computers and other devices, Wi-Fi hotspots if needed, etc.)
  - b. When In-Person: Have access to reliable transportation to ensure arrival in a timely fashion and in appropriate attire.
2. Participate in activities, workshops, and training to increase your own knowledge, presentation skills, and other competencies.
3. Assist in creating digital content for social media and programming as needed.
4. Assist in creating physical content (flyers, brochures, and other printed materials) as needed.
5. Present, with the assistance of a staff member, educational programs in the UHPP service area as needed.
6. Participate in tabling and other outreach opportunities as needed.
7. Track and report outreach numbers.
8. Inventory and review outreach materials.
9. Other duties as needed.

## **Qualifications:**

- Must be fully vaccinated (Covid-19 & Flu)
- Willingness and desire to learn and express creatively
- Willingness to develop written and verbal communication skills
- Have organization and time management skills and willingness to further develop these skills
- Desire to work in a team setting with diverse people
- Ability to understand and maintain confidentiality
- Maturity and appropriate language used when discussing sexual health topics
- Support Planned Parenthood mission and services

