

Looking for a PREP Coordinator

Number of Openings: 1

Location: Nye County with priority area in Pahrump – Some remote work possible. Office space available in Pahrump and Tonopah

Job Title: Personal Responsibility Education Program (PREP) Coordinator

Job Description

NyE Communities Coalition is seeking a motivated, self-directed, organized individual who is committed to working with community partners to plan and coordinate opportunities to deliver PREP (healthy relationships, pregnancy prevention, and sexually transmitted disease prevention) programming. This position requires an individual who is comfortable teaching comprehensive and inclusive sex education materials to youth ages 12 to 24. This position will require project management, which will include data tracking, and cohort management. Coordinator will be responsible for identifying cohorts, understanding grant deliverables, teaching curriculum, entering data, and completing monthly grant reports. Some travel throughout Nye County will also be required.

Being a part of NyE Communities Coalition requires following the mission: “To grow healthy organizations, people and environment”. We are looking for an individual who can lead by example and provide a role model to the community.

Key Skills / Experience

- Capable of reading and writing reports, policies, and procedures.
- Ability to provide education and information in an engaging manner
- Highly computer literate including telecommunications, excel, adobe, outlook, and word.

Hours Per Week

Full time - 40 hours per week.

Pay Range

\$23,200 - \$29,120

Benefits - 99% paid medical

Retirement

Generous personal time

Minimum Education Requirement

- High school Diploma
- College Degree in social service field preferred
- Office tools and software competent
- Driver’s License / Reliable Transportation

How to Apply

Apply in the Resource Room @NyECC.

NyE Communities Coalition

1020 E. Wilson Rd. Pahrump NV 89048

Call 775-727-9970 for more information.