



## **Job Description: Training Specialist**

This position will organize, develop and facilitate EyesOpenIowa's adolescent sexual health trainings and education opportunities for adults who work with adolescents.

### **Duties:**

- Key components of this position will be to facilitate many of EOI's trainings both topical and curricula to a variety of audiences around Iowa and nationally.
- Prepare and teach current EOI classes such as Awkward to Awesome Sex Ed Boot Camp, HIV & Other STDs, Puberty, Reproductive Anatomy, & Contraception, Teens and Technology and many more.
- Prepare and teach curricula trainings as requested (if trained at the TOT level)
- Develop new classes on-demand to keep up with trends in adolescent sexual health and other areas of adolescent development.
- Provide follow up technical assistance to training participants.
- Assist with marketing of EyesOpenIowa's trainings.
- Serve as the team lead for planning and executing an annual conference.
- Provide input and assistance with the Certified Sexual Health Educator program.
- Create new activities, trainings, webinars, energizers, online content, toolkits and other associated content as designated to reflect current topics in sexual health and meet market demand.
- Provide topical workshop sessions and professional development at various local and national conferences and meetings.
- Provide content for the training area of website and newsletters to reflect the trainings, webinars and workshops upcoming and available.
- Respond to technical assistance and professional development requests from school district administration and teachers.
- Recordkeeping and grant reporting of training activities and satisfaction of participants.
- Provide social media content as requested for online learning.

### **Qualifications:**

- A passion for adolescent sexual health, and a well-articulated commitment to comprehensive sex education and access to sexual health services for all adolescents.
- Skilled in training adults including both content knowledge as well as an ability to make every adult learner feel valued and comfortable in learning sensitive topics.
- Confidence and ability to arrive at new training locations and provide high quality classes.
- Organizational skills and the ability to juggle many important tasks at once.
- Able to train to multiple learning styles and facilitate with an engaging variety of teaching modalities.
- Working knowledge of sexuality education including trends, controversies, strategies, policies, resources, etc.
- Familiar with evidence-based interventions and popular sexual health curricula such as FLASH and Rights Respect Responsibility (3Rs).
- Preference will be given to those that have spent time in the classroom with young people teaching sexual health topics.

- Experience in educating on HIV and AIDS, other STDs, contraceptive methods, consent, dating violence, sexting, youth development and other areas.
- Excellent written and verbal communication skills.
- A strong commitment to be a team player on a positive, supportive team and organization.
- The flexibility to be able to travel frequently to venues across the state and nationally. Love of travel including flying and meeting new people a must.

**Minimum Experience:**

Bachelor's degree in Public Health, Health Promotions, Human Sexuality, Health Education, Sociology, or related field; at least 3 years work experience in adolescent sexual health field. Experience as a trainer and/or educator with adult learners.

**Status:** 40 hours/week, non-exempt  
Based in West Des Moines office

**Compensation:** Starting salary range \$35,000 – \$55,000

**Other:** Benefit Stipend  
Professional development  
Accrued PTO (Paid Time Off)  
Paid holidays and end of year office closure.  
Flexible and fun work environment

**Reports to:** Executive Director

**Application:** Send a letter of interest and resume to [employment@eyesopeniowa.org](mailto:employment@eyesopeniowa.org)

Posted 2/18/20 open until filled