



50 East 168th Street, Bronx, New York 10452
www.WHEDco.org

Title: JAM Program Coordinator
Location: 50 East 168th Street, Bronx NY 10452
Reports to: Project STEP/JAM Director

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Position Summary: In collaboration with the Project STEP Program Director and JAM Program founder, the JAM Program Coordinator will coordinate and execute the JAM (“Just Ask Me”) Program, a peer-educator-led sexual and reproductive health program, including all of its educational components.

Primary Responsibilities

- Carry out the JAM Program workshop curriculum used in WHEDco’s youth/middle school programming for students in grades 6, 7, and 8;
- Utilize existing curriculum and materials to lead class during a two hour weekly peer educator training;
- Coordinate peer educators’ schedules and attendance at events and outside workshops;
- Co-facilitate and oversee all workshops conducted by peer educators;
- Coordinate training and supplemental education for peer educators;
- Recruit and train new peer educators for the Program;
- Facilitate workshops for WHEDco partner schools during the school day for grade 6 to 8 students;
- Work with staff to provide support on WHEDco’s Sexuality Guiding Principles;
- Other projects assigned by the Director.

Qualifications:

- Demonstrated background and experience in health education and/or health public policy.

- Minimum two years' professional experience working with youth in a classroom, after school, or community based environment. Substantial volunteer work will be considered.
- Demonstrated training in the field of education with a focus on child sexual development.
- Able to work late afternoons and/or evenings.
- Well organized, able to work both independently and collaboratively.
- Patient, genial demeanor, with a flexible "can-do" attitude.
- Bilingual (English/Spanish) a plus, but not required.
- Bachelor's degree required.
- Previous work experience in low-income communities.

Competitive hourly rate based on experience.

Hours: **8-12 hours weekly**, one day and/or two afternoons a week during trainings, and 3-4 afternoons a week during workshop weeks (Jan-May). This is a year-round position, including summers.

To respond, send a **cover letter and resume** to one of the following:

Email: JAMCoordinator@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452
Attn: Project STEP/JAM Director – Youth Department

Application Deadline: Rolling until filled.