



JOB TITLE: Lead Healthy Marriage Educator

STATUS: Full time

REPORTS TO: Healthy Marriage Program Director

SUMMARY: The Lead Marriage Educator will facilitate healthy marriage education in faith- and community-based organizations and prison settings, assist in securing teaching sites for all Educators throughout Healthy Marriage Initiative, conduct site visits, review monthly program reports and complete compliance reports and assist in planning healthy marriage events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Secure service locations for the purpose of delivering *Within My Reach* or *Within Our Reach* curriculum to adults and *Relationship Smarts* to youth.
- Provide group instruction for participants in the Healthy Marriage Initiative.
- Plan, develop, implement, assess and evaluate group activities, as needed.
- Conduct quarterly site visits to meet with each contracted Healthy Marriage partner to discuss and resolve any program implementation challenges, discuss program successes, provide program updates and provide additional technical assistance as needed.
- Build and maintain professional working relationships with other team members, school personnel, community service providers and faith-based partners.
- Review and submit monthly statistics in a timely manner as needed.
- Attend scheduled meetings deemed necessary by the Program Director or other Senior Management Staff to include community meetings and in-services.
- Assist Events & Marketing staff in scheduling and coordinating healthy marriage events and other positive family development activities.
- Follow all requirements and guidelines of program funder under guidance of supervisors.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree, or equivalent experience.
- Three years of experience facilitating curriculum-based education, preferably relationship or marriage education.
- Three years of experience coordinating special events.

- Must be computer literate. Working knowledge of Microsoft Word, Excel and PowerPoint preferred. Qualifications must be demonstrated through exam.
- Valid driver's license and vehicle insurance required.

OTHER SKILLS AND ABILITIES

- Strong verbal and written skills.
- Strong leadership, organizational and analytical skills.
- Demonstrated knowledge and ability to work independently and as a team member.
- Ability to manage time efficiently and meet deadlines.
- Ability to maintain confidentiality related to all agencies program data.
- Commitment to Positive Family Development
- **Commitment to Healthy Marriage philosophy.**

Salary commensurate with experience. Please send cover letter and resume by November 21 to:

Center for Self-Sufficiency, Inc.

Attn: Julie Landes

4465 North Oakland Ave, Suite 200, Milwaukee, WI 53211

phone (414) 332-0050; fax (414) 332-0900

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CFSS is an Equal Opportunity Affirmative Action Employer

Based in Milwaukee and founded in 1997, the Center for Self-Sufficiency is a nonprofit organization that specializes in providing healthy family program assistance to states, local governments, school districts, and community- and faith-based organizations throughout the U.S. CFSS is a leader in designing and implementing abstinence-until-marriage projects and healthy marriage programs, serving youth and adults in 43 communities in 19 states.

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