



PEER EDUCATION SPECIALIST (PES)

POSITION SUMMARY:

The Peer Education Specialist (PES) works in Teen Parent Connection's Prevention program, presenting a prevention-focused message on the realities and responsibilities of being a young parent. This is a full-time position with 40 - hours per week. The PES serves as a Teen Parent Connection ambassador, attending and presenting Teen Parent Connection services to community groups. The PES also assists with TPC's car seat program, Parents Pantry, and other agency activities. The PES is a member of the Prevention team and reports directly to the Prevention Program Manager.

ESSENTIAL FUNCTIONS:

- Attend 100% of scheduled presentations at schools and community groups.
- Complete all necessary training for the position.
- Enter student paper evaluations into SurveyMonkey.
- Assist in the recruitment, training and scheduling of volunteer Peer Educators.
- Assist with the car seat program including intakes, outreach, installs and inventory.
- Provide assistance in the Parent's Pantry as needed
- Welcome and connect new parents to Teen Parent Connection's programs and services.
- Provide support to other agency programs as needed and perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to be accountable while working independently in the field
- Bilingual English and Spanish preferred
- Must be available during school hours from 7:00 am until 3:30 pm (hours can be flexible when there are no scheduled programs). Occasional evening and weekend hours as needed.
- Punctuality – the ability to be on time and ready for presentations as early as 7:00 am.
- Ability to present a prevention-focused story.
- Non-judgmental, positive attitude.
- Excellent public speaking and communication skills.
- **Must** have dependable transportation and ability to travel to schools and other community partner sites primarily in, but sometimes outside of, DuPage County area.
- Must have a valid driver's license and proof of auto insurance.
- Must represent Teen Parent Connection professionally and appropriately.
- Demonstrates respect for teens and enjoys working with them.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of settings, including office environment, schools, and community-based sites.

- All work will be performed in-person unless otherwise specified.
- Ability to drive a car (does not include transportation of clients).
- Ability to stand for 1-8 hours per day.
- Ability to lift and carry car seats weighing up to 35 pounds.
- Ability to safely install and remove car seats using appropriate force.
- Ability to navigate stairs and enter and exit program locations in various weather conditions.
- Ability to bend, kneel, crouch, reach, and work in confined vehicle spaces.
- Ability to learn and communicate training and curriculum materials via written, verbal, and visual methods.

EMPLOYEE BENEFITS & PERKS: Teen Parent Connection offers a comprehensive benefits package, including PPO and HMO health insurance options; dental, vision, and life insurance; voluntary life insurance; a flexible spending account (FSA); and a 403(b) retirement plan with an employer match of up to 4%. Employees also enjoy generous paid time off, paid holidays, and a paid winter break.

APPLICATION INSTRUCTIONS:

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position is non-exempt hourly at a rate of \$18.00 - \$19.50 per hour depending on qualifications and experience.

To apply, please email letter of interest and resume to elizabethw@teenparentconnection.org