



**Position Title:** PREP-TOP Program Coordinator

**Organization:** Partnership for Children and Families

**Location:** Sanford, NC

**Job Type:** Full-Time (36 hours/week) | Monday–Friday, with occasional evenings and weekends

**Salary Range:** \$37,500 – \$43,000 annually, depending on qualifications and experience.

Additional mileage reimbursement, paid training, and leave policies are provided.

## About

The Partnership for Children and Families (PFCF) is a nonprofit organization committed to helping children, youth, and families thrive in safe, stable, and nurturing environments. We implement the Personal Responsibility Education Program – Teen Outreach Program (PREP-TOP®), a Positive Youth Development (PYD) initiative focused on building life skills, promoting healthy behaviors, and preventing teen pregnancy through education and community service learning.

This position is supported in part by the federally funded PREP grant under the Teen Pregnancy Prevention Initiative (TPPI).

## Position Overview

We are seeking a passionate and organized Program Coordinator to lead the implementation of the PREP-TOP program. This full-time role includes facilitating youth programming during the school day at a local high school and working from our office on planning, reporting, and community engagement activities. The Coordinator will be responsible for delivering curriculum with fidelity, supporting program evaluation, and collaborating closely with the Community Service Learning (CSL) Coordinator.

## Key Responsibilities

- Facilitate evidence-based curriculum (TOP/PREP) weekly during the school day with high school students (1–2 days/week onsite)
- Plan and implement community service learning projects in collaboration with the CSL Coordinator
- Manage participant recruitment, intake, consent forms, and data entry
- Ensure program implementation aligns with fidelity and state reporting standards
- Maintain accurate documentation in both hard copy and online databases (EZ TPPI)
- Collect evaluation data, administer surveys, and participate in ongoing quality improvement
- Participate in monthly team and staff meetings, 1:1 supervision, and regular communication with the supervisor

- Coordinate teen advisory council activities, youth council, and other enrichment events
- Build and maintain relationships with school staff, parents/caregivers, and community partners
- Provide appropriate referrals for youth participants as needed
- Support program-related newsletters, outreach, and special events
- Attend and complete paid training required for curriculum facilitation and program operations
- Some evening and weekend availability is required for community events or volunteer activities
- Carry out additional tasks or partner-related responsibilities as assigned by the supervisor or executive director to support program and agency goals

## **Qualifications**

- Bachelor's Degree in social work, human services, education, public health, or related field
- Minimum of 1 year of experience working with youth and/or nonprofit organizations preferred
- Strong group facilitation skills with the ability to engage high school students
- Highly organized with excellent time management, documentation, and communication skills
- Experience with evidence-based curriculum delivery preferred
- Proficiency in Microsoft Office, Google Suite, and general office technology
- Valid driver's license, reliable vehicle, and willingness to travel locally
- Ability to stand, move, and facilitate actively during sessions
- Must pass background checks and be eligible to work in school settings
- Cultural competence, trauma-informed approach, and a commitment to youth equity

## **Ideal Candidate**

- Collaborative and team-oriented with a strong sense of responsibility  
Flexible and proactive in adapting to youth, school, and community needs
- Positive, approachable, and solution-focused
- Committed to personal growth and professional development
- Passionate about empowering teens and creating a lasting impact through education

## **To Apply:**

Submit your resume and a brief cover letter to [cristala@pfcf.org](mailto:cristala@pfcf.org).

Applications will be reviewed on a rolling basis until the position is filled.