

Position Description: Milwaukee PATCH Program Coordinator

Direct Supervisor: PATCH Program Implementation Manager

Full Time Equivalent: .5 FTE

Salary: \$20,000 + \$5,000 benefit reimbursement

Hours: 20 hrs/week; flexible schedule between the hours of 9am and 5pm Monday through Friday; additional flexibility on evenings and weekends required for workshops, trainings, community outreach, events, meetings and other special projects

Location: City of Milwaukee; Some in-state travel required



ORGANIZATIONAL MISSION AND VISION

The mission of the Wisconsin Alliance for Women's Health (WAWH) is to raise the status of Wisconsin women's health by engaging, educating, empowering, and mobilizing individuals and organizations. Our vision is to create an environment in which all Wisconsin women at every age and stage of life can thrive through realizing their optimal health, safety, and economic security. We believe that healthy women lead to healthy families and healthy families lead to healthy communities, and we are committed to ensuring a healthy Wisconsin. Through this commitment, we recognize the need to invest in and cultivate optimal teen health.

PROGRAM GOALS AND OBJECTIVES

For adolescents to be their healthiest, they must be able to engage in open, honest, and medically accurate discussions with their health care providers. But, in reality, providers and teens don't always speak the same language. The PATCH (Providers And Teens Communicating for Health) Program is an innovative, teen-delivered educational program targeting barriers that interfere with the ability of health care providers and teens to communicate effectively with one another about sensitive health topics such as sexual health, mental health, drugs and alcohol, relationships, and safety. Recognizing that teens themselves are the population best equipped to offer providers accurate, authentic advice and insight about adolescent concerns and preferences, this innovative program allows providers the opportunity to gain privileged access to this unique population. At the same time, the program works to empower teens to utilize providers as valuable and trusted resources by harnessing the power of peer education.

POSITION DESCRIPTION

The Milwaukee PATCH Program Coordinator will be responsible for coordinating all aspects of program implementation for the new Milwaukee program site. The Program Coordinator will create authentic relationships with all Teen Educators, will act as a mentor and advocate for youth needs, and will foster successful teams of youth leaders. The Program Coordinator will plan and execute ongoing enrichment education for Teen Educators, schedule, organize, and lead all workshops for teen and health care provider audiences, and guide continuous program improvement. The Program Coordinator is responsible for collecting both process and outcome data as directed by Program Managers. Supervision of undergraduate and graduate interns as well as Teen Educators will require this person to be comfortable in a supervisory role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruit diverse and exceptional team of Teen Educators for Milwaukee program site
- Directly supervise and coordinate Teen Educators
- Supervise one or more graduate or undergraduate program interns
- Create a culture of comfort, trust, openness, and support among Teen Educators
- Maintain a close connection to all stakeholders through travel and communication
- Take lead in planning and implementation of 20 hour Teen Educator Training Retreat
- Plan, coordinate and implement bi-monthly Teen Educator enrichment meetings to further educate, engage, and inspire
- Lead workshop implementation including marketing and outreach, scheduling, travel, and coordination of Teen Educators, materials, technology, and props
- Manage all workshop curricula including key updates and revisions as appropriate
- Manage small site budget and conduct financial reporting as requested
- Collect robust process evaluation data for all program activities
- Distribute and collect pre- and post-surveys at all workshops
- Assure timely communication with Teen Educators and all stakeholders
- Monitor impact including reports of health care providers and youth served
- Solicit program donations including food donations for enrichment meetings
- Manage website and social media including Facebook, Twitter, Instagram, etc

QUALIFICATIONS

- Bachelor's degree preferred
- Experience in youth advocacy, public health, education, programming, communication, community health impact, adolescent health, or a related field
- Passion for adolescent health, youth empowerment, and youth advocacy
- Excited about implementing high quality programming to improve adolescent health
- Must be self-starter, problem solver, and question-asker
- Must be able to work in fast-pace, efficient, effective environment
- Must have proven ability to work both independently and as part of a team
- Must enjoy forming partnerships with a wide variety of organizations
- Must demonstrate dynamic presentation and public speaking skills
- Must have ability to create authentic interpersonal relationships with diverse partners
- Must be technologically comfortable including experience with Microsoft Office, GoogleDocs, social media (Facebook, Twitter, Instagram, etc), and texting
- Must be able to engage in minimal statewide travel for program implementation
- Must show a strong commitment to the mission of the Wisconsin Alliance for Women's Health and to the goals and values of the PATCH Program

This description is intended to indicate the kinds of duties and levels of work difficulty that will be required and should not be construed as specifying or defining all the duties and responsibilities.

Contact Information

To apply, please send resume and cover letter as well as any other supporting materials or references to PATCH Program Manager, Erica Koepsel at erica.koepsel@wiawh.org.