



NORTH CENTRAL

Wisconsin Area Health Education Center

Education & Outreach Coordinator (Part-time) **North Central Wisconsin Area Health Education Center, Inc.**

Organization:

North Central Wisconsin Area Health Education Center, Inc. (NCAHEC) is a non-profit 501(c)3 organization serving an 11-county region in north central Wisconsin. The Center is one of seven AHEC centers within the Wisconsin AHEC System, which is housed at UW-Madison School of Medicine and Public Health. The Wisconsin AHEC system is a member of the National AHEC Organization (NAO). Through statewide initiatives, local educational program delivery, interdependent partnerships and collaborations, the AHEC Centers serve their respective regions and the state. The NCAHEC mission is to advance health equity in rural and underserved communities through education and training opportunities that aim to increase the diversity, distribution, and development of the healthcare workforce. The organization accomplishes this through developing and enhancing education and training within rural and underserved areas, academic institutions, and community-based organizations, for students and professionals to promote healthy communities, a diverse and sustainable healthcare workforce, and cooperative solutions to local health needs.

North Central Wisconsin Area Health Education Center (NCAHEC) serves a region that includes both rural and underserved areas and populations. The region is home to several major medical facilities including the Mayo Clinic Health System in Eau Claire, Aspirus Health System in Wausau and the Marshfield Clinic Health System in Marshfield and their respective service areas. The NCAHEC region is served by two federally qualified health centers (Family Health Center of Marshfield and Bridge Community Health Clinic) with numerous service-delivery sites. The many small communities in the region are also served by rural health clinics and critical access hospitals.

The region is abundant with academic institutions offering health professions training programs. The region is served by four University of Wisconsin schools (Eau Claire, River Falls, Stout and Stevens Point) and three Wisconsin Technical College System schools (Northcentral Technical College, Chippewa Valley Technical College and Mid-State Technical College). In addition, the Medical College of Wisconsin has a three-year medical school campus in Wausau, and UW-Madison has a Physician Assistant program housed in Wausau.

Throughout the region, healthcare providers serve an increasingly cultural-diverse population, including (but not limited to): Hispanic, Hmong, Amish, Mennonite, Aging and Veteran populations. NCAHEC has developed strong relationships with many area stakeholders and through these partnerships, the Center supports collaborative projects between community, business, and education to accomplish the mission of AHEC.

For more information visit <https://ahec.wisc.edu/>

Location:

Remote worksite in/near the 11-county region may be approved. The primary office is located in Wausau, WI.

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Position:

The Education and Outreach Coordinator works in multiple communities to assess needs and develop responses in accordance with the NCAHEC mission and strategic goals. This person is responsible for developing, organizing, directing, and evaluating programmatic functions of the Center in collaboration with the Executive Director. The Education and Outreach Coordinator will serve as a Center liaison when meeting with community representatives including educators, students, healthcare providers, and program partners. This is a grant funded position anticipated to be renewed annually dependent on performance and funding. This position reports to the Executive Director.

Essential Job Functions:

1. Develop, implement, and evaluate educational programs based on the Center's vision, mission and objectives while staying within budget guidelines.
2. Collaborate with regional higher education institutions to engage undergraduate and graduate level students and educators in healthcare profession educational opportunities.
3. Track appropriate data and report on measurable outcomes.
4. Market North Central AHEC in a manner consistent with the mission of the organization and under the guidance of the Executive Director.
5. Represent the Center at meetings on local, state and national levels as requested.
6. Communicate accomplishments and projects of the Center to the Executive Director regularly and Board of Directors as requested.
7. Maintain effective communication and relations with the Executive Director, colleagues, and partners.
8. With the staff team develop and implement effective goals and strategies to advance the Center's mission.
9. Assist with reports as required by the Executive Director.
10. Perform other duties as appropriate and as directed by the Executive Director and the Board of Directors.

Other Job Duties:

Participate in community initiatives, events and programs as appropriate to the North Central AHEC mission, vision, and program goals.

Physical Demands:

Requires travel across the region. Occasional overnight travel may be required. Travel expenses are reimbursed by the organization.

Performance Requirements (Knowledge, Skills, and Abilities):

1. Demonstrated effective verbal and written communication skills.
2. Demonstrated ability to manage multiple programs and cultivate new ideas.
3. Must be able to work in accordance with the goals, objectives, and guidelines set forth by the Executive Director and the North Central AHEC Board of Directors, in keeping with the requirements of the North Central AHEC's funding sources.
4. Demonstrated organizational skills and the ability to work independently as well as in a group setting.

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5. Demonstrated ability to work with diverse populations and partners.
6. Demonstrated use of technology and information service to include (but not limited to): MS Office, Google Drive, Zoom, Webex, and other similar virtual platforms.

Working Relationships:

The Education and Outreach Coordinator will work closely with the Executive Director along with state and regional task forces and committees addressing issues that are part of the AHEC mission; with community clinical sites, local hospitals and healthcare organizations, higher education institutions within the region and the UW-Madison School of Medicine and Public Health, and other community-based organizations and their representatives. Key components of this position include direct interaction, education, and relationship building with undergraduate and graduate level students as well as academic advisors and educators. The Education and Outreach Coordinator will build and maintain relationships with host sites to include: healthcare organizations, public health departments, community-based organizations, community-health centers, and other organizations throughout the region.

Minimum Required Qualifications:

Education:

A Bachelor's degree in a healthcare profession, Public Health, Health Education, Health Sciences, Community Development, Education, or related discipline. Master's degree preferred.

Work Experience:

- Demonstrated competency in program management
- Experience collaborating with various organizations
- Experience with the development, delivery, and evaluation of educational programs

Desired:

- Work experience as a healthcare professional or experience in health outreach, public health, or community service programs
- Experience in building community partnerships and developing community-based programming
- Experience working in a higher education setting or educating health profession higher education students

Licensing:

Applicant must hold a valid driver's license.

Benefits:

- Paid time off, life insurance, 403(B) retirement plan with employer contribution, cell phone stipend, flexible scheduling, mileage reimbursement

Job Type:

Hourly, part-time position (averaging up to 28 hours per week).

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How to Apply:

Please send resume, cover letter, and list of three professional references to nthill@nahec-wi.org.
Position will remain open until filled.

North Central WI AHEC is an equal opportunity employer. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply. North Central AHEC provides fair and equal employment opportunity to all employees and job applicants. Qualified applicants will receive consideration for employment regardless of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, gender identity or expression, sexual orientation, or marital status.

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