



NORTH CENTRAL

Wisconsin Area Health Education Center

Education & Outreach Coordinator

(28 hours/week, 0.7 FTE)

North Central Wisconsin Area Health Education Center (AHEC), 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's within the Wisconsin AHEC System and is also a part of the National AHEC Organization. North Central WI AHEC's 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. NCAHEC is an innovative, well-connected organization that fosters employee flexibility, autonomy, and growth. For more information, visit [our website](#).

Location: The primary office is based in Wausau, Wisconsin on the University of Stevens Point-Wausau campus. Our organization follows a hybrid work structure where employees may work remotely or from the office, as needed, based on the demands of specific tasks or personal work preferences.

Position: The Education and Outreach Coordinator is responsible for planning and coordination of the [Advocates in Medicine Pathway \(AMP\) program](#). The goal of AMP is to assist individuals from rural and/or environmentally or economically disadvantaged backgrounds with preparing for and matriculating into medical school.

Responsibilities:

- Assist with AMP program development, coordination, implementation, and evaluation in collaboration with the AMP committee.
- Assist with program outreach and recruitment efforts.
- Track appropriate data and report on measurable outcomes.
- Represent the center and program at meetings on local, state, and national levels as requested.
- Maintain effective communication and relations with the NCAHEC staff team, AMP committee, students, alumni, and partner organizations.
- Coordinate and guide peer mentor projects and tasks around AMP programming goals.
- Develop meeting agenda and facilitate meetings with the AMP Committee.
- Maintain fiscal responsibility in accordance with the approved program budget.
- Assist with grant and outcome reports.
- Perform other duties as appropriate and as directed by the Executive Director.

Required Qualifications:

- A bachelor's degree in a healthcare profession, public health, health education, health sciences, or related discipline.
- Strong organizational skills.
- Demonstrated competency in program management.
- Experience with outreach, relationship building, and collaboration to achieve a goal.
- Demonstrated use of technology and information services.

Serving Chippewa, Clark, Dunn, Eau Claire, Marathon, Pepin, Pierce, Portage, Taylor, Waupaca and Wood Counties.



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- Strong oral and written communication skills.
- Experience working with diverse populations.
- Self-motivated and ability to work independently.

Preferred Qualifications:

- A master's degree in a healthcare profession, public health, health education, health sciences, student affairs, or related discipline.
- Work experience as a healthcare professional- (examples: CNA, RN, MA, etc.) or in medical education.
- Experience with the development, delivery, and evaluation of educational programs for higher education students and/or non-traditional adult learners.
- Knowledge and understanding of the path to medical school.

Licensing:

Applicants must hold a valid driver's license. The position requires occasional travel across the 11-county region.

Salary/Benefits:

The starting salary is \$22-\$26 per hour. North Central AHEC offers a flexible work schedule, paid time off (vacation, sick time, and holidays), life insurance, 403(b) retirement plan with company match, cell phone stipend, paid professional development opportunities, and mileage reimbursement for work-related travel.

Job Type:

This position is an hourly, 28 hour per week position. The weekly schedule is flexible, but some evening and occasional weekend hours will be required to meet programming needs. This position is grant funded through August 2027, and may be renewed upon receiving continued funding. This position reports to the Executive Director.

How to Apply:

Send a resume, cover letter, and list of three professional references to nthill@nahec-wi.org. Priority consideration will be given to candidates who apply on or before April 15, 2024.

Anticipated Start Date: June 2024

North Central WI AHEC is an equal opportunity employer and is committed to providing equal employment opportunities to all individuals regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities, to join our team.

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