



**Northeastern Wisconsin Area Health Education Center, Inc.**  
**621 York Street**  
**Manitowoc, WI 54220-5051**  
**[www.newahec.org](http://www.newahec.org)**

**JOB DESCRIPTION**

**POSTING DATE: 07/23/2024**

**DEADLINE TO APPLY: JULY 30<sup>TH</sup>, 2024 OR UNTIL FILLED**  
**EMAIL RESUME AND COVER LETTER TO [karim@newahec.org](mailto:karim@newahec.org)**

---

**TITLE:** AHEC Program Manager

**REPORTS TO:** Executive Director

---

**POSITION SUMMARY:**

Under the supervision of the Executive Director, the AHEC Program Manager's responsibility includes working with key stakeholders in the Northeastern Wisconsin Area Health Education Center's (NEWAHEC) region to plan, coordinate and implement activities, programs, and training opportunities; these may be assigned by grant activities, stakeholders, or community partners.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

NEWAHEC is a non-profit organization with a staff of eight employees. The AHEC Program Manager position will mainly work on a desktop/laptop computer and will have some interruptions in routine. While performing the duties of this job, this position requires you to sit for extended periods of time, walk, and occasionally lift and/or move more than 50 pounds. Regular use of laptop/computer work. Occasional attendance at evening or weekend meetings and events is required and short and long-distance driving is required to fulfill the demands of this position. Note: We allow a hybrid working model consisting of one day working from home and four days working from the office after 90 days of employment or prior approval of the Executive Director.

**RESPONSIBILITIES AND DUTIES OF THE POSITION:**

- Manage delivery of AHEC Programs by establishing an environment of learning and maintaining the integrity of the programs.
- Regular attendance of virtual and in-person meetings is an essential requirement of the position.
- Communicate accomplishments and projects of the Center to government officials, key stakeholders, and the community at large.
- Manages development, implementation, evaluation, and budget of AHEC programs based on the Center's vision, mission, and grant objectives.
- Support WI AHEC and NEWAHEC staff with statewide and regional programming.



**Northeastern Wisconsin Area Health Education Center, Inc.**  
**621 York Street**  
**Manitowoc, WI 54220-5051**  
**[www.newahec.org](http://www.newahec.org)**

- Recruit candidates for the AHEC Scholars program by targeting minority students and socioeconomically disadvantaged students currently enrolled in a two-year health professions degree program or allied health workforce degree program and determines eligibility of students based on application and grant criteria.
- Designs, implements, coordinates, and evaluates all components of AHEC Scholars program. (Orientation, AHEC Connect, Community Health Immersion, Field Placement & RedCap reporting)
- Coordinate didactic training for AHEC Scholars focused on the eight Core Topic Areas as determined by the Health Resources Administration (HRSA).
- Recruit Community host sites and students for Community Health Internship Program (CHIP), facilitate, and evaluate CHIP programming.
- Develop, schedule, and facilitate orientations for all AHEC Programs.
- Supervise and mentor students involved in all AHEC Programming.
- Work to establish partnerships with academic institutes (K-12 and IHE), community-based organizations, and healthcare facilities.
- Communicate with partners, including community-based organizations, education, policy leaders, community members, and health providers AHEC's needs, barriers and gaps.
- Collaborate with WI AHEC and NEWAHEC staff to provide promotional and marketing materials, social media posts, and printed material for distribution for AHEC programming as needed.
- Serve on academic and professional advisory boards as requested.
- Assist to facilitate learning management system updates and usage for Scholars, CHIP, Internship, Volunteer programs, and healthcare careers course offerings

**COMPENSATION:** This is a full-time position (40 hours) with benefits. Salary Range \$40,000-\$50,000

**BENEFITS:** Health, Dental Vision Insurance, 401k/Roth, ST, LT, Life Insurance, and PTO.

**REQUIRED QUALIFICATIONS:**

- Associate or bachelor's degree in education, health education, health sciences, public health, community and economic development, business, or related field preferred.



**Northeastern Wisconsin Area Health Education Center, Inc.**  
**621 York Street**  
**Manitowoc, WI 54220-5051**  
**[www.newahec.org](http://www.newahec.org)**

- Ability to effectively connect and interact with a wide variety of key stakeholders, including academic staff in K-12 and IHE, government officials, youth, and community members/organizations.
- Two years' experience in education, healthcare delivery, public health, or community development
- Ability to work and build rapport with community members of diverse backgrounds including race, socioeconomic, health disparities, and behavioral health concerns.
- Experience with building programming, community-organizing, and conflict resolution.
- Experience with grant management, record keeping, reporting, and budgeting.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to exercise independent judgment, manage multiple priorities and take positive action.
- Demonstrated proficiency in word processing, spreadsheet, internet, google docs and Microsoft.
- Excellent customer service skills, including the ability to anticipate and assess needs, troubleshoot problems, develop solutions, and manage expectations.