



**Job Title/Role:** Northeastern Wisconsin AHEC (NEWAHEC) Program Coordinator

**Role Summary:** The Program Coordinator works across multiple communities to assess needs and develop responsive programs aligned with the Northeast Wisconsin AHEC mission and strategic goals, with a primary focus on rural counties. In collaboration with the AHEC Center Director, this role is responsible for the development, coordination, implementation, and evaluation of the Center's programs. The Program Coordinator serves as a key liaison with community representatives, including educators, students, healthcare providers, and project partners, fostering strong relationships between educational institutions and the communities they serve. This role emphasizes expanding access to programs and educational opportunities for diverse audiences while supporting regional program planning and delivery. Flexibility is required for occasional events outside typical working hours.

**Responsibilities:**

- Plan, coordinate, and implement high school health career activities and events.
- Collaborate with regional higher education institutions to engage students and educators in health professions education opportunities.
- Track data and report on measurable outcomes for assigned programs.
- Ensure compliance with budget guidelines and organizational financial policies.
- Travel regularly throughout the 11-county region (travel reimbursed).
- Support the development and delivery of Northeastern AHEC programs focused on exposing health professions students to rural and underserved communities.
- Schedule, organize, and facilitate meetings, program events, and activities.
- Prepare program reports and proposals; maintain accurate and up-to-date records.
- Demonstrate strong organizational skills and the ability to work independently.
- Perform other duties as assigned.
- Comply with the policies and procedures of the NEWAHEC organization, as defined in the Employee Handbook provided to all NEWAHEC employees upon hire and as updated.
- Conducts themselves accordingly and respectfully both in the office and in the community as a representative of the NEWAHEC organization.
- In addition to 75 percent of time allocated to conduct AHEC Center duties and responsibilities, NEWAHEC employees are encouraged to participate in community-related activities that align with the missions and values of both the AHEC Program and NEWAHEC organization.

*Serving Counties Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie, Ozaukee, Sheboygan, Washington and Winnebago.*



# NORTHEASTERN

Wisconsin Area Health Education Center

## Qualifications:

- Bachelor's degree in health education, health sciences, public health, or a related field (or equivalent combination of education and experience) required.
- At least one year of experience in education, public health, or community-based work, with demonstrated ability to engage diverse audiences.
- Proven ability to plan, organize, and facilitate meetings, programs, and events.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and work both independently and as part of a team.
- Demonstrated critical thinking and problem-solving skills, with the ability to assess situations and develop effective solutions.
- Excellent interpersonal, communication, and collaboration skills.
- Experience collecting, tracking, and reporting program data and outcomes preferred.
- Ability to travel regularly within the region; valid driver's license and reliable transportation required.
- Flexibility to attend occasional evening and/or weekend events.
- Proficiency in Microsoft Office and a range of technology tools, including digital learning management platforms and Zoom.
- Residency in or near the Green Bay or Fox Valley area strongly preferred.

**Work Environment:** The home office for Northeastern Area Health Education Center is in Manitowoc, WI serving 11 counties: Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie, Ozaukee, Sheboygan, Winnebago and Washington. This position is a hybrid position, combines remote and in-office work including regular required travel within the region and periodic travel to statewide events and the state program office in Madison.

## Compensation:

- Competitive Salary
- Health, Dental, Vision, Disability Insurance
- 401k and HSA Contributions
- PTO

## Application:

Email Resume and Cover letter to NEWAHEC Executive Director [stephanieg@newahec.org](mailto:stephanieg@newahec.org). Submission will be accepted through May 22, 2026.

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