



NEWAHEC
925 South 15th Street
Manitowoc, WI 54220-5051
www.newahec.org

JOB DESCRIPTION

REVISION DATE: 8/26/20

TITLE: Alliance for Wisconsin Youth (AWY) Program Manager/Health Educator

REPORTS TO: Executive Director

POSITION SUMMARY:

Under the supervision of the Executive Director, the Program Manager is responsible for planning, coordinating, implementing, and evaluating assigned activities and programs as the Alliance for Wisconsin Youth Regional Prevention Center. The Program Manager will provide training, technical assistance, and other resource support to substance prevention community coalitions within Northeast and South Wisconsin to advocate behaviors that promote healthy living and prevent disease. The Program Manager will be responsible for completing all grant required reports and managing the budget.

PRIMARY RESPONSIBILITIES:

- Regular attendance to virtual and in-person meetings is an essential requirement of the position.
- Assesses needs, assets, and capacity for community coalitions.
- Plans, implements, and evaluates evidence based or promising prevention strategies.
- Obtains, develops, and disseminates health-related information using various modalities.
- Develop and maintain collaborative working relationships with stakeholders.
- Create regular communication materials such as newsletter and email messages to coalitions.
- Develops, plans, and implements events and activities to support coalition capacity.
- Manage membership software and member website.
- Provide training, technical assistance, and other support to community coalitions.
- Complete evaluations and reports for grant.
- Manage grant budget and oversee sub-award budget spending.

COMPENSATION: This is a full-time position (32-40 hours) with benefits.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

NEWAHEC is a non-profit organization with a staff of 9 employees. Due to COVID-19, we are currently working from home and will move into a hybrid model. The home office is located in Manitowoc. Staff meet once a month for in-person meetings. In-state travel will be required, especially as COVID restrictions are lifted. Position requires access to internet service.

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MINIMUM QUALIFICATIONS:

- Associate's or Bachelor's degree in education, health education, health sciences, public health, community and economic development, business or related field preferred
- Ability to effectively connect and interact with a wide variety of key stakeholders, including academic staff, law enforcement, government officials, youth, and community members.
- Ability to work and build rapport with community members of diverse backgrounds including race, socio-economics, health disparities, and behavioral health concerns
- Experience with building community groups, community-organizing, and conflict resolution.
- Experience with grant management, record keeping, reporting, and budgeting.
- Demonstrated strong facilitation skills, leading work groups, and training.
- Demonstrated ability to communicate effectively both verbally and in writing
- Demonstrated ability to effectively coordinate and manage the work of others
- Demonstrated ability to exercise independent judgment, manage multiple priorities and take positive action
- Demonstrated proficiency in word processing, spreadsheet, internet and email software programs.
- Proficient in Microsoft Office, especially Word and Outlook email software

OTHER BENEFICIAL QUALIFICATIONS:

- Ability to operate a variety of office equipment
- Training or experience with use of website management software (especially Word Press)
- Training or experience with use of social media software (especially FaceBook)
- Training or experience with Virtual Meeting Software (i.e. Zoom, Webex)

ORGANIZATION INFORMATION:

To learn more about the Alliance for Wisconsin Youth you can visit:

www.allwisyouth.org

<https://awy.memberclicks.net>