

Northeastern Wisconsin Area Health Education Center, Inc.
925 South 15th Street
Manitowoc, WI 54220-5051
www.newahec.org

JOB DESCRIPTION**REVISION DATE: 4/19/21**

TITLE: Health Educator/Prevention Coalition Program Manager

REPORTS TO: Executive Director

POSITION SUMMARY:

Under the supervision of the Executive Director, the Program Manager is responsible for planning, coordinating, and implementing assigned activities to help reduce substance use in Manitowoc County. Program Manager will help with recruitment and promotion of the substance abuse prevention coalition. The Program Manager will work with epidemiologist and evaluator to conduct and record program evaluation results. The Program Manager also will be responsible for completing all grant required reports and managing the program budget. This is a full-time position with benefits.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

NEWAHEC is a non-profit organization with a staff of 8 employees. The Program Manager position will mainly work on a desktop computer and will have frequent interruptions in routine. Long periods of sitting required. Note: Due to COVID-19, we are currently working from home until further notice and will then allow a hybrid working model.

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.
- Successful in community organizing, project management and meeting facilitation.
- Ability to effectively interact with a wide variety of key stakeholders, including academic staff, law enforcement, government officials, youth and community members.
- Ability to work with community members of diverse backgrounds including race, socio-economics, health disparities and behavioral health concerns.
- Successful in coordinating and manage the work of others and coalition members.
- Demonstrate effective communication both verbally and in writing.
- Ability to exercise independent judgment, manage multiple priorities and take positive action.
- Proficient in Microsoft Office, especially Word, Teams, and Outlook email software.

OTHER BENEFICIAL QUALIFICATIONS:

- Ability to operate a variety of office equipment
- Experience working with diverse populations, public health, and/or community organizing
- Training or experience with use of website management software (especially Word Press)
- Training or experience with use of virtual meeting software such as Zoom
- Training or experience with use of social media software (especially FaceBook)
- Training or experience with Google Docs or Microsoft Teams

OTHER INFORMATION:

- This position will help co-chair the Healthiest Manitowoc County-Substance Abuse Prevention Coalition (HMC-SAP) for more information visit www.healthiestmc.org