



## **Position Announcement**

### **Program Coordinator**

#### **Northwest Wisconsin Area Health Education Center**

[www.nwwisconsinahec.org](http://www.nwwisconsinahec.org)

#### **Position Description:**

The Program Coordinator works in multiple communities to assess needs and develop responses in accordance with the Northwest Wisconsin AHEC mission and strategic goals. This person is responsible for developing, organizing, directing, and evaluating programmatic functions of the Center in collaboration with the Executive Director. The Program Coordinator will serve as a Center liaison with community representatives including educators, students, health care providers, and project partners. This position is renewable dependent on funding. This position reports to the Executive Director.

#### **Principal Responsibilities:**

The Northwest WI AHEC is seeking a qualified candidate to serve as a Program Coordinator for this AHEC Center. The position is home-based. Duties include, but are not limited to, planning, developing, executing, and evaluating programs with high school, undergraduate and graduate level health professions students, and carrying out the organization's goals and objectives.

#### **Minimum Experience and Qualifications:**

The position prefers a Bachelors degree in a healthcare profession, Public Health, Health Education, Health Sciences, Community Development, Education or related discipline. Demonstrated experience in program management, collaboration with external partners, and development and delivery of educational programs is essential. Equally important is experience in building community partnerships and developing community based programming.

#### **Compensation, benefits & hours:**

The position is year-round averaging 40 hours per week.

Compensation: Salary range: \$47,000- \$55,000

Benefits: Generous PTO, retirement, and monthly communications (cell phone and internet) stipend

**Interested candidates should electronically submit resume with cover letter describing your skills and experience to:**

Brad Gingras  
Northwest Wisconsin AHEC Executive Director  
[bgingras@nwwisconsinahec.org](mailto:bgingras@nwwisconsinahec.org)  
715-413-1573

**APPLICATION DEADLINE: March 20, 2026**

*A full position description can be found at [www.nwwisconsinahec.org](http://www.nwwisconsinahec.org).*



## **Program Coordinator**

### **Northwest WI Area Health Education Center, Inc.**

#### **Employer:**

A non-profit 501(c) 3 organization, Northwest Wisconsin Area Health Education Center, Inc. (NWAHEC) serves eleven counties in northwest Wisconsin. The Center is one of seven within the Wisconsin AHEC System. Through statewide initiatives, interdependent partnerships, and collaborations, the Centers serve their respective regions and the state. The NWAHEC mission is to advance health equity in rural and underserved communities through education and training opportunities. Our purpose is to connect students to careers, professionals to communities, and communities to better health.

#### **Location:**

The home office for Northwest Wisconsin AHEC is in Marengo, Wisconsin serving the counties of Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Polk, Rusk, Sawyer, St. Croix and Washburn counties. The office site for the Program Coordinator is home-based. Travel and telecommunication within the Northwest Wisconsin AHEC region is required, with periodic travel to the statewide office in Madison and other regional sites; and out-of-state locations for regional and national conferences.

#### **Position:**

The Program Coordinator works in multiple communities to assess needs and develop responses in accordance with the Northwest Wisconsin AHEC mission and strategic goals. This person is responsible for developing, organizing, directing, and evaluating programmatic functions of the Center in collaboration with the Executive Director and Program Manager. The Program Coordinator will serve as a Center liaison with community representatives including educators, students, health care providers, and project partners. This position reports to the Executive Director.

#### **Essential Job Functions:**

1. Develop, implement and evaluate educational programs based on the Center's vision, mission and objectives while staying within budget guidelines.
2. Collaborate with regional education institutions (K-12, college, university) to engage students and educators in healthcare educational opportunities.
3. Development of healthcare careers camps, events, and programs.
4. Market NWAHEC in a manner consistent with the mission of the organization.
5. Represent the Center at meetings (virtual or in person) on local, state and national levels as requested.
6. Communicate accomplishments and projects of the Center to the Executive Director regularly and Board of Directors as requested.



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7. Maintain effective communication and relations with the Executive Director and colleagues.
8. Enhance and further develop the Community Health Internship Program (CHIP) in the NWAHEC region.
9. Perform other duties as appropriate and as directed by the Executive Director and the Board of Directors.
10. Have fun and do good work!

**Other Job Duties:**

Participate in community initiatives, events and programs as appropriate to Northwest Wisconsin AHEC mission, vision, and program goals.

**Physical Demands:**

Requires travel across the region (reimbursed by the organization)

**Performance Requirements (Knowledge, Skills, and Abilities):**

1. Demonstrated effective verbal and written communication skills.
2. Represent institutions, programs, and policies to a broad range of constituencies through the use of appropriate interpersonal skills.
3. Demonstrated ability to manage multiple programs and cultivate new ideas.
4. Must be able to work in accordance with the goals, objectives, and guidelines set forth by the Executive Director and Northwest Wisconsin AHEC Board of Directors in keeping with the requirements of the Northwest Wisconsin AHEC's funding sources.
5. Demonstrated organizational skills and the ability to work independently.
6. Demonstrated ability to work flexibly with a wide variety of clients, partners, and collaborating organizations.
7. A sense of humor and contagious positive attitude.

**Working Relationships:**

The Program Coordinator will work closely with the Executive Director and Program Manager along with state and regional task forces and committees addressing issues that are part of the AHEC mission; with community clinical sites, local hospitals, the University of Wisconsin School of Medicine and Public Health, Northwood Technical College, and other Northwest Wisconsin AHEC area health professions education institutions, school districts and individual schools and with community-based organizations and their representatives.



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**Minimum Required Qualifications;****Education:**

A degree in a healthcare profession, Public Health, Health Education, Health Sciences, Community Development, Education or related discipline

**Work Experience:**

1. Demonstrated competency in program management
2. Experience collaborating with various organizations
3. Experience with the development, delivery, and evaluation of educational programs for school age, adult and non-traditional learners
4. Demonstrated use of technology and information services.

**Desired:**

1. Out-going, enthusiastic with a desire to inspire
2. Work experience as a health care professional and/or program design and implementation
3. Experience in building community partnerships and developing community-based programming

**Licensing:**

None required