



PATCH SITE COORDINATOR – MILWAUKEE, WI

SALARY: \$23/hr; 20-40 hours/week (0.5 – 1.0 FTE range)

HOURS: Flexible schedule between the hours of 9am and 5pm Monday through Friday; Some evening and weekend hours required for meetings, workshops, trainings, and other events

WORK LOCATION: Hybrid in Milwaukee; Weekly local in-person programming; Occasional regional travel

CONTRACT START DATE: May 16th, 2023

DIRECT SUPERVISOR: PATCH Director of Youth Engagement

PATCH MISSION: To improve adolescent health and wellbeing alongside and in true partnership with youth.

PATCH VISION: A supportive environment in which all youth are healthy, connected, and thriving.

PROGRAM OVERVIEW: PATCH® stands for Providers and Teens Communicating for Health. As an innovative, youth-driven program, we educate, engage, and empower youth to help create positive change. We work directly with young people to ensure youth voice is included in decisions that affect young people, to improve adolescent health care quality, and to improve the overall health and well-being of their generation.

POSITION DESCRIPTION: The Milwaukee Site Coordinator is responsible for coordinating all aspects of program implementation for the in-person PATCH Milwaukee Teen Educator team. The Site Coordinator creates authentic relationships with all youth; plans and executes ongoing in-person programming for a group of 10-12 high school aged students; schedules, organizes, and leads all workshops for teen and health care provider audiences; and encourages continuous quality improvement for expanded reach and program growth throughout the Milwaukee community.

ROLES AND RESPONSIBILITIES

- Participate in community building activities to maintain existing relationships and expand PATCH reach
- Prioritize timely communication with Teen Educators and all stakeholders through a variety of channels including email, phone, text, video conferencing, and other messaging services
- Coordinate and engage a group of local supporters on the Milwaukee Community Advisory Team (CAT)
- Recruit diverse and exceptional team of high school aged (14-18) students to be Teen Educators
- Directly supervise and coordinate a group of 10-12 Teen Educators
- Create a culture of comfort, trust, openness, and support among Teen Educators
- Take lead in planning and facilitation of annual 20-hour Teen Educator Training
- Take lead in planning and facilitation of bimonthly evening Enrichment Meetings for Teen Educators to further educate, engage, and inspire youth
- Lead workshop promotion and coordination including marketing, outreach, recruitment, and scheduling of at least 2 workshops per month (September-May)
- Lead workshop implementation including Teen Educator preparation, transportation, and facilitation
- Manage PATCH Milwaukee Site budget and materials and conduct financial reporting as requested
- Distribute and collect evaluations as instructed by PATCH Director of Impact & Evaluation
- Record robust process evaluation data of all program activities for quality improvement purposes
- Provide PATCH Program with social media content for Facebook, Twitter, and Instagram

QUALIFIED CANDIDATES MUST:

- Have a high school degree
- Have professional experience in a variety of in-person and virtual office environments
- Possess an understanding of and passion for positive youth development and youth-driven programming
- Be able to create and manage schedules
- Communicate clearly and effectively
- Respond to and solve problems efficiently
- Thrive in a fast-paced work environment
- Identify when additional support is needed and ask questions to ensure program success
- Demonstrate the ability to work both independently and as part of a team
- Be a dynamic and engaging facilitator and public speaker
- Relate authentically and create meaningful relationships with diverse partners
- Be technologically comfortable including experience with Microsoft Office, Google Suite, and Zoom
- Have a strong commitment to the mission, vision, values, and beliefs of the PATCH Program

CANDIDATES ARE ALSO ENCOURAGED TO HAVE:

- Further education in a related field (public health, adolescent health, health communication, education and instruction, etc.)
- Valid Driver's License, insurance, and regular vehicle access
- Deep knowledge of and experience with the Milwaukee community

Because we believe that those most impacted by health disparities must be centered in the work we do, we strongly encourage applications from BIPOC, LGBTQ people, and those who are members of other marginalized communities.

HOW TO APPLY

All interested applicants should send a resume and either a written letter or video submission responding to the questions below to staff@patchprogram.org. Applications will be reviewed on a rolling basis – early applications are encouraged! No applications will be accepted after 11:59pm on March 31st, 2023.

Please address the following in your application letter or video:

- What excites you about this position with PATCH?
- What makes you feel qualified for this position?
- Tell us about your approach to working with and supporting youth.
- Tell us about any skills and experiences you have gained in other work environments and how they could help you succeed in this position.
- Is there anything else you'd like us to know about you?

Have questions about Simply email staff@patchprogram.org.

This job description is intended to indicate the kinds of duties and levels of work difficulty that will be required and should not be construed as specifying or defining all duties and responsibilities.