



## **PATCH SITE COORDINATOR – MADISON, WI**

**SALARY & HRS:** \$22.50/hr; up to 20 hrs/week; schedule flexible; some evening and weekend hours required

**WORK LOCATION:** Hybrid in Madison; weekly local in-person programming; occasional regional travel

**START DATE:** July 6<sup>th</sup>, 2022; full-day in-person training in Madison, WI on July 6-8th

**DIRECT SUPERVISOR:** PATCH Director of Youth Engagement (Erica Koepsel)

**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 Madison Site Coordinator is responsible for coordinating all aspects of program implementation for the in-person PATCH Madison Teen Educator team - including creating authentic relationships with all youth, acting as a mentor and advocate for youth needs, and fostering successful teams of youth leaders. The Madison Site Coordinator 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 Madison community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 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 implementation of annual 20-hour Teen Educator Training Retreat
- Take lead in planning and implementation of ongoing bi-monthly evening enrichment meetings for Teen Educators to further educate, engage, and inspire youth
- Lead workshop promotion and coordination including marketing, outreach, and scheduling
- Lead workshop implementation including Teen Educator preparation, transportation, and facilitation
- Coordinate and engage a group of local supporters on the Madison Community Advisory Team (CAT)
- 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 chat, and other messaging services
- Manage PATCH Madison Site budget and materials and conduct financial reporting as requested
- Record robust process evaluation data of all program activities for quality improvement purposes
- Distribute and collect evaluations as instructed by PATCH Director of Impact & Evaluation
- Provide PATCH Program with social media content for Facebook, Twitter, and Instagram



## QUALIFICATIONS

- High school degree required, further education in related field encouraged (youth programming, public health, adolescent health, health communication, education and instruction, etc.)
- Understanding of and passion for positive youth development and youth-driven programming
- Professional experience in a variety of in-person and virtual office environments
- Ability to create and manage schedules, communicate clearly and effectively, respond to and solve problems efficiently, and thrive in a fast-paced work environment
- Identify when additional support is needed and ask questions to ensure program success
- Proven ability to work both independently and as part of a team
- Dynamic presentation and public speaking skills
- Ability to create authentic interpersonal relationships with diverse partners
- Technologically comfortable including experience with Microsoft Office, Google Suite, and Zoom
- Strong commitment to the mission, vision, values, and beliefs of the PATCH Program

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](mailto:staff@patchprogram.org). Applications will be reviewed on a rolling basis – early applications are encouraged! No applications will be accepted after 11:59pm on May 31<sup>st</sup>, 2022.

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](mailto: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.*