



**Host Site:** Northeastern WI Area Health Education Center  
**Position Title:** Youth and Social Cohesion Coordinator  
**Department:** Prevention Programming  
**Reports To:** NEWAHEC/HMCSAP Prevention Program Manager

## **SUMMARY**

The AmeriCorps member will work with the Healthiest Manitowoc County Substance Abuse Prevention Coalition (HMCSAP) to assess community needs, build capacity, and implement identified strategies to prevent substance use and abuse and promote mental wellness. The Member will convene community partners within Manitowoc County to address Adverse Childhood Experiences (ACEs) by advancing efforts related to protective factors and youth engagement.

## **DUTIES AND RESPONSIBILITIES**

The AmeriCorps member will work with the Healthiest Manitowoc County Substance Abuse Prevention (HMCSAP) coalition out of the NEWAHEC office.

Duties include:

- Collaborate with existing youth groups to achieve program objectives such as positive messaging and activities.
- Coordinate training for adults who work with youth around Adverse Childhood Experiences (ACEs) and protective factors.
- Coordinate youth activism and engagement activities.
- Promote and connect youth to opportunities for connectedness within school, community organizations, and other gathering spaces.
- Expand access to opportunities that improve social cohesion and build protective factors.
- Identify and promote resources utilizing HMC website, Facebook and other media avenues.
- Recruit and train volunteers with representation across community sectors and populations to participate in coalition activities to achieve project objectives and strategies.
- Regularly update coalition partners and members about assigned projects.
- Coordinate activities with other volunteers and partners to achieve greater impact, avoid duplication and enhance the effectiveness of programs and services.



## **TRAINING**

The AmeriCorps member will participate in a new staff orientation at NEWAHEC. The Member will first meet with all staff (NEWAHEC's staff size is 7) for overall organization orientation and to understand the breadth of NEWAHEC's programs. Training for the AmeriCorps position will occur under the tutelage of the three staff people responsible for prevention programming, Annie Short, Phil Duket, and Cath Tease, all whom are Prevention Program Managers. Phil Duket will serve as the Member's direct supervisor. The Member will be trained in Adverse Childhood Experiences (ACEs), trauma informed care activities and protective factors. The Member will complete the four-day Substance Abuse Prevention Skills training. The Prevention Program Managers will also mentor the Member around coalition building and group facilitation utilizing the Results Based Accountability model.

## **QUALIFICATIONS/SKILLS/EDUCATION/EXPERIENCE**

- Must have a high school diploma or equivalence, some college preferred
- Proficiency in the following Microsoft Office products – Word, Outlook, PowerPoint
- Experience working with youth and building relationships
- Ability to communicate verbally and in writing with a variety of stakeholders – youth, businesses, schools, community-based organizations, government, and the general public
- Ability to perform detail-oriented tasks efficiently and accurately
- Ability to manage multiple tasks efficiently and accurately
- Ability to interact with, and effectively engage the general public, including people with diverse cultural and socio-economic backgrounds
- Prefer experience with community assessment, strategic planning, and/or group facilitation
- Youth development, substance abuse prevention, organizational leadership, or public health education preferred
- Must be able to travel with use of a personal vehicle
- Some evening/weekend hours