



**Position Announcement:  
Community Outreach and Technical Assistance Coordinator –  
Maternal and Child Health Programs  
Wisconsin Women's Health Foundation**

**HOURS:** 30-40 hours per week (.75 FTE - 1.0 FTE), Benefits-Eligible

**LOCATION:** Remote position based in Wisconsin. If located in the greater Madison area, ability to work hybrid in the Madison office.

**REPORTS TO:** Director of Programs

**JOB SUMMARY:**

The Community Outreach and Technical Assistance Coordinator will be part of a dynamic team of professionals working to implement Maternal and Child Health (MCH) programs and initiatives at the Wisconsin Women's Health Foundation (WWHF). The Community Outreach and Technical Assistance Coordinator will plan, organize, and facilitate high-quality, culturally responsive, and proactive outreach strategies to align with MCH program work plan goals and overall growth trajectory.

This position can be remote in Wisconsin or in-person at the Madison office. Face-to-face outreach (requiring travel throughout the state) as needed.

**RESPONSIBILITIES:**

**1. Execute MCH Program Outreach and Provider Technical Assistance Activities (60%)**

- Develop plans to execute the outreach goals and objectives of the following programs: First Breath, Well Badger Resource Center
- Plan, organize, schedule, facilitate, and follow-up on community-based presentations or other formal outreach activities each month
- Act as a liaison between community-based agencies and MCH program staff working on site/partner/provider recruitment and technical assistance
- Represent MCH programs on MCH coalitions and workgroups as requested
- Document and report on all outreach activities per work plan specification in outreach tracking system
- Analyze and perform gap analysis of outreach data

**2. Contribute to MCH Program Strategic Plan (30%)**

- Provide a high level of contribution to outreach-related goals, objectives, target population identification, and measures of success within MCH programs
- Identify and assist in the development of new outreach tools and materials
- Identify and implement new outreach strategies and methodologies
- Develop outreach strategies for new MCH projects and initiatives

**3. MCH Program Communication, Operations, and Development (10%)**

- Attend and contribute to twice monthly WWHF staff meetings

- Attend and contribute to regular MCH program team meetings (First Breath and Well Badger), including outreach briefs, preparing and facilitating presentations, and participating in group discussions
- Engage in regular one-on-one planning meetings with Director of Programs
- Engage in regular quality assurance activities
- Respond in a timely manner to all requests for information from MCH program and other WWHF staff
- Ensure the unique needs of target populations are represented across all efforts at the Wisconsin Women's Health Foundation

**REQUIRED SKILLS:**

1. Strong knowledge of, and ability to confidently communicate about the following issues: health equity, social influences on health, poverty, maternal and child health, tobacco and other substance use, children and youth with special health care needs
2. Exhibit a deep understanding and appreciation for diverse cultures and communities, demonstrating cultural sensitivity and the capability to tailor outreach strategies accordingly
3. Strong public speaking and meeting facilitation skills with a high level of cultural and linguistic responsiveness
4. Excellent written and verbal interpersonal communication skills
5. Ability to work independently and demonstrated self-starter
6. Strong technology skills including experience with Microsoft Office and data entry software

**MINIMUM QUALIFICATIONS:**

1. 5 years of experience in an area related to outreach, community organizing, public speaking, and/or health education
2. Valid driver's license, reliable vehicle, and car insurance required
3. Ability to travel occasionally throughout the state (when safe to do so)
4. A fully secure and confidential workspace

**DESIRED QUALIFICATIONS:**

1. Fluency in Spanish and English
2. Bachelor's degree in Nursing, Social Work, Psychology, Health Education, or a related field

**TO APPLY:**

Submit your resume and letter of interest online at [wwhf.bamboohr.com/jobs/](http://wwhf.bamboohr.com/jobs/). In your letter, please describe how your experience, training and skills make you uniquely qualified for this position.