



**MEMBER POSITION TITLE:** Community Health Project Coordinator – Early Childhood/Nutrition

**HOST SITE:** Winnebago County Health Department, 112 Otter Ave, Oshkosh WI

**OVERVIEW:** Winnebago County Health Department (WCHD) is seeking a full-time member to support Winnebago County’s youngest residents through encouraging and improving healthy eating and breastfeeding environments in the community. This includes implementing health education outreach, relationship building across sectors of our community, including worksites, colleges/schools, and residents, recruiting and managing volunteers, and supporting new and ongoing coalitions, collaborations, and projects throughout the county.

**DESCRIPTION OF DUTIES:**

- **Coalition Building and Support**
  - Support re:TH!NK Healthy Food & Beverage Team with farm to early care education initiatives
  - Support re:TH!NK Healthy Food and Beverage Team meetings and coalition activities/events
  - Coordinate training opportunities for community partners related to nutrition for early childhood and breastfeeding (e.g. School Gardening in the Early Care Setting, Milk Mob)
- **Health Education/Community Outreach-**
  - Coordinate (with other AmeriCorps members at WHCD) to create and present quarterly WIC nutrition education lessons to present to families on WCHD WIC benefit issuance days
  - Coordinate, support and/or participate in farm to school tasting events
  - Educate local employers about the benefits of breastfeeding friendly worksites
  - Assist local employers and Winnebago County departments to implement breastfeeding friendly policies
  - Increase social media use, presence and connections related to nutrition for early childhood and breastfeeding
  - Develop and disseminate communications on nutrition for early childhood and breastfeeding, in alignment with health department and coalition goals. May include writing articles, tabling at Farmers Markets or other local events, community presentations, etc.
  - Promote resources to lactating mothers regarding breastfeeding friendly locations
- **Develop/Maintain Relationships-**
  - Collaborate with the University of Wisconsin-Oshkosh to evaluate current lactation room status on campus and make revisions to update or increase room capacity
  - Identify and engage additional partners to participate in the re:TH!NK Healthy Food & Beverage Team and its initiatives
  - Support existing members of the re:TH!NK Healthy Food and Beverage Team to continue meaningful engagement in their work
- **Increase Volunteer Capacity-**
  - Assist with volunteer recruitment for school tasting events
  - Develop sustainable volunteer recruitment strategy in partnership with schools/early care setting



**Public Health**  
Prevent. Promote. Protect.  
**Winnebago County**  
**Health Department**



## **QUALIFICATIONS:**

- Be 18 years or older at the beginning of their service
- U.S Citizen, U.S National, or Lawful permanent resident alien of the U.S
- Associates or Bachelor's degree in: Community Health, Health Promotion and Wellness, Health Science or related background and experience
- Current WI driver's license and commitment to meet and maintain the County's automobile insurance requirements.
- Ability to work in a team and independently.
- Ability to develop creative concepts and innovative techniques to effectively reach, engage, and impact diverse populations.
- Comfort using Microsoft Office applications, including Word, Excel, PowerPoint and Outlook. Google applications and other social media skills preferred.
- Mature and tactful in dealing with persons of diverse backgrounds and with persons of varying levels of education, understanding and values.
- Ability to communicate effectively, orally and in writing, using multiple sources of technology and in multiple venues.
- Willingness to establish and recruit community partners, develop leaders, and maintain working relationships/partnerships with staff, volunteers and community organizations/agencies.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Ability to promote programs/initiatives through mass media and public relations/marketing skills.
- Ability to maintain accurate, complete, reports and data on a computer.
- Ability to work productively with supervisor support in a highly visible public sector.
- Ability to adapt to changing programming and workplace priorities, and accommodate flexible scheduling to address program needs.
- Passion for health and wellness initiatives
- Willingness to learn and grow in areas of less experience, skill or comfort.

## **TRAINING:**

- WCHD policies and procedures (onsite with staff)
- Meeting with WCHD Supervisor to discuss Member interest, skills, strengths
- Introduction to WCHD staff, community partners, etc.
- Recurring weekly and/or biweekly meetings with WCHD host site supervisor
- Program specific training with WCHD staff
- Coalition building and/or group facilitation (on/off site/webinars)
- Social media and communications (on/off site/webinars)
- Computer-based programs and applications specifically related to projects (onsite with staff, online)
- Trainings specific to member's responsibilities, functions (e.g. Systems and Environmental Change; Social Determinants of Health, etc.)
- Staff development days and other conferences/workshops specific to Member's duties and interests
- WOTFV AmeriCorps Program will offer additional opportunities for professional development including conflict resolution, citizenship, and volunteer management trainings.

**United Way Fox Cities** • 1455 Midway Road, Menasha, WI 54952 • tel: 920-954-7210 • fax: 920-954-7209

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



## OTHER INFORMATION:

- **Member Term of Service:**
  - WOTFV AmeriCorps Program year of service runs from September 4<sup>th</sup>, 2018-August 15<sup>th</sup>, 2019.
- **Time requirements**
  - Full-time members will serve 1730 hours during the year, averaging 34.5 hours/week.
- **Benefits**
  - Members will receive a living allowance while serving, which is paid on the 15<sup>th</sup> and last day of each month.
  - Full-time members will receive a gross living allowance of: \$572.16 per pay period
  - Segal Education Award upon successful completion of hourly requirement described in Time Requirements: \$5,920.00 for full-time
  - Forbearance on qualified student loans while serving and interest accrual payments.
  - Full-Time Members are eligible for basic health insurance and childcare reimbursement (if eligible).
  - Mileage reimbursement for utilization of personal vehicle for County travel per County policy; County owned vehicles available for use when scheduled

## CONTACT INFORMATION AND APPLICATION DUE DATE (if applicable):

- **Tracy Gehrke, Public Health Nurse: email: [tgehrke@co.winnebago.wi.us](mailto:tgehrke@co.winnebago.wi.us) or 920-232-3022**
- **Amanda Ross, WOTFV AmeriCorps Project Manager: email: [amanda.ross@unitedwayfoxcities.org](mailto:amanda.ross@unitedwayfoxcities.org) OR mail or in-person delivery to: United Way Fox Cities, Attn: Amanda Ross, 1455 Midway Road, Menasha, WI, 54952**