

AmeriCorps Position Description: Pathway Program Coordinator

Service Site/Host Organization: Milwaukee Area Health Education Center (AHEC)
1609 W. North Avenue
Milwaukee WI, 53205

The mission of Milwaukee AHEC is to increase the diversity and distribution of health professionals through strategic partnerships to improve health outcomes in Southeastern Wisconsin.

AmeriCorps Program: Marshfield Clinic Health System AmeriCorps Community Corps

Duties: Strengthen Milwaukee AHEC's capacity to address lack of diversity in the healthcare workforce by implementing strategies to increase health career awareness within a high school population in Milwaukee. Activities may include:

- Mentor and support high school students who are interested in exploring health careers
- Work with high school teachers and medical students to implement health career programs, including HOSA -- Future Health Professionals
- Serve as HOSA co-advisor: mentor HOSA members in preparation of HOSA conferences and competitions, attend HOSA new advisor monthly meetings.
- Guide high school students in planning, implementing, and evaluating health-related service-learning projects
- Recruit high school students to participate and engage in programs
- Assist students in applying for summer programs and internships
- Guide high school students in the development of soft skills
- Plan health career educational and awareness activities, including field trips
- Plan end of year celebrations to acknowledge students' achievements
- Facilitate engaging meetings for high school students
- Collaborate with community partners
- Evaluate the pathway programs
- Submit accurate records, reports and surveys on time as required by AmeriCorps including a Member Service Plan, detailed weekly timesheets, quarterly written reflections, Member Surveys, and Exit Survey

Knowledge, Skills, and Abilities: Friendly and outgoing; strong written and verbal communication; competent with a variety of computer and office technology skills; organized and able to prioritize; maintain a professional and confidential work environment; openness to working with diverse populations and backgrounds; flexibility; enthusiasm for helping others and willingness to learn.

Other Qualifications: U.S. citizen, U.S. national or legal permanent resident alien; members must be able to pass a criminal, FBI and DMV background check; college graduate preferred, some college coursework required in health or education; experience working with teens; reliable transportation to and between schools; commitment to complete the full term of service.

Terms of Service: We are seeking applicants for either of these positions:

- 1) 1200 hours (37 hours per week minimum average) January 11, 2027 – August 27, 2027
- Gross bi-weekly allowance \$918.24

- \$5,176.50 educational award for successful service
- 2) 900 hours (28 hours per week minimum average) January 11, 2027 – August 27, 2027
- Gross bi-weekly allowance of \$611.18
 - \$3,697.50 educational award for successful service

Time Requirements:

Service is typically scheduled on weekdays, between 7:30 am-4:30 pm, with occasional evening or weekend hours. Final service schedule negotiated with supervisor. Most services occur at Milwaukee High Schools; however, a portion of time is required for participation in AmeriCorps training, service projects, and events.

Training:

- Members ***MUST*** attend virtual orientation January 11-14, 2027. Required attendance.
- Midterm training Spring 2027. Location TBD. Attendance is strongly encouraged.
- Face-to-face or virtual check-in/mentoring meetings with supervisor weekly.
- Monthly Team Meetings & AmeriCorps Training

Benefits:

- A meaningful experience that allows you to learn new skills, take on more responsibility than a typical first job, and engage with your community in intensive and effective ways.
- Networking opportunities during the year of service, and development of references for future employment, graduate school, Peace Corps, or scholarships
- Living allowance paid every two weeks during the term of service. The withholdings the member claims on their W-4 will determine their net pay. (See amount listed above.)
- Education award provided upon successful completion of service.
- Mileage, meals and housing are provided for required MCHS AmeriCorps trainings and events.
- MCHS AmeriCorps service gear, provided by program.

Evaluation and Reporting: Mid-term and final performance evaluations conducted by supervisor; weekly timesheets; weekly face-to-face check-ins with supervisor; Member Service Plan for tracking achieved goals; quarterly reporting on the number of volunteers recruited or managed; and member core competencies evaluation.

To apply please send a resume and cover letter to:

Suzanne Letellier
Executive Director
Milwaukee AHEC
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414-344-0675