



**Position Title: ECCHO DANE Local Program Coordinator**

**Salary & Hours:** \$26/hour approx. 15 hours/week;  
flexibility for evening and some weekend hours

**Location:** Dane County

**Direct Supervisor:** Director of Advocacy & Civic Health

**ECCHO Mission & Vision:**

ECCHO's mission is to center the voices and lived experiences of Black, Indigenous, People of Color (BIPOC) to drive policy change and transform local systems of power to equitably meet the needs of communities.

**Program Overview:**

**ECCHO stands for Engaging Communities to Change Health Outcomes.** As a new, innovative civic engagement training program, we are committed to community-based leadership and decision-making that centers the views and experiences of those most affected by the issue. By investing in and lifting-up those most negatively impacted by generational and systemic racism in our state, ECCHO aims to increase the civic participation of communities, transform local systems of power, and improve health outcomes.

During a 9 month training program, participants work together as a cohort to design and implement a community-based project that meets the health and civic health\* needs of their community.

Each cohort is overseen by a Local Program Coordinator who compensates participants for their work and provides them with the training and resources they need to successfully implement their project, drive policy change, and transform local systems of power. **For more information about ECCHO, visit our website [HERE](#).**

*\*Civic health is defined as the civic, social, and political strength of a community, which is determined by the degree to which citizens participate in their communities, from local and state governance to interactions with friends or family. Public health researchers have long known that the civic health of a community contributes directly and indirectly to overall community health.*

**Job Description:**

ECCHO seeks to recruit and hire one Local Program Coordinator (LPC) from Dane County. The LPC will oversee a group of 10 participants from Dane County. **LPCs are required to live in the same county as their cohort site.**

Under the supervision of the Director of Advocacy & Civic Health, the LPC is responsible for coordinating all aspects of program implementation for our new civic engagement training pilot program, ECCHO. This includes creating authentic relationships with all cohort participants, acting as a mentor and advocate for the cohort's needs, and fostering successful teams of grassroots leaders.

In addition, the ECCHO LPC plans and executes in-person training as well as ongoing virtual enrichment education for the cohort, schedules, organizes, and leads all training modules, and guides participants through the planning and implementation of their community-based project. **This role is mostly remote with regular weekday evening and weekend hours, as required.**

**Essential Duties & Responsibilities**

- Must live in Dane County
- Must be bilingual in Spanish
- Create authentic relationships with all cohort participants, acting as a mentor and advocate for participant needs, while fostering successful teams of grassroots leaders.
- Plan, execute, and facilitate in-person training as well as ongoing virtual enrichment education for all cohort participants, including scheduling, organizing, and leading all Cohort Modules
- Guides participants through community-based projects while supporting and encouraging continuous program improvement.
- Recruit diverse and exceptional cohort of BIPOC women and non-binary people (ages 18+)
- Directly supervise and coordinate a countywide team of participants
- Create a culture of comfort, trust, openness, and support among participants
- Take lead in planning and implementation of an 8-hour Cohort Training Retreat annually
- Take lead in planning and implementation of ongoing bi-monthly cohort enrichment meetings for each team to further educate, engage, and inspire participants
- Lead participants through monthly modules and development of a group community-based project
- Manage cohort budgets and conduct financial reporting as requested
- Record robust process evaluation data for all activities and ensure continuous quality improvement
- Distribute and collect relevant evaluations at all program events



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- Assure timely communication with participants and all stakeholders
- Remain flexible and creative in program implementation related to in-person and virtual efforts
- Participate in state and local community building activities to build and expand existing relationships

**Qualifications:**

Research shows that some candidates will only apply for a position if they meet 100 percent of the qualifications. ECCHO looks for talent and passion. We hire team members from a variety of backgrounds and experiences. Below are some of the skills and experiences that will help an individual succeed in this role. **Please apply if this position holds interest for you, even if you do not hold all the qualifications:**

- Experience in group facilitation, community organizing and development, power building, programming, communication, community health impact, public health, social work, civic education, or related field
- Passion for improving health equity and civic engagement outcomes for BIPOC communities
- Visionary and out-of-the-box thinker who seeks to push beyond the status quo
- Commitment to addressing race and gender equity in all areas of work
- Eager to learn about the political process and how local and state governments operate in Wisconsin
- Self-starter, problem solver, and question-asker
- Ability to multi-task in a fast-paced work environment
- Motivated to grow in position and advance responsibilities
- Proven ability to work both independently and as part of a team
- Enjoys forming partnerships with a wide variety of organizations and stakeholders
- Dynamic presentation and speaking skills
- Ability to create authentic interpersonal relationships with diverse individuals, groups, and partners
- Technologically comfortable including experience with Microsoft Office, GoogleDocs, social media (Facebook, Twitter, Instagram, etc), and texting
- Must be able to engage in minimal statewide travel for trainings and conferences (1-3x/year)
- Must be able to engage in minimal national travel for trainings & conferences (0-2x/year)
- Must show a strong commitment to the mission of the Wisconsin Alliance for Women's Health and to the goals and values of the ECCHO program

*This 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.*

**How to Apply:**

Because we believe that those most impacted by the problem must be centered in the work we do, we strongly encourage applications from cisgender and transgender women, and non-binary people who are Black, Indigenous, or a Person of Color.

**All interested applicants should complete and submit the online application [HERE](#). Applications will be accepted on a rolling basis until a candidate has been selected.**

**Questions, comments, concerns?** Email Kadijha Marquardt-Davis at [Kadijha@wiawh.org](mailto:Kadijha@wiawh.org)