



People of Progression

333 1st Street, Ste A

Menasha, WI 54952

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Job Title: Prevention Program Coordinator

Organization: People of Progression

Job Type: Full-Time | M–F 9 a.m. – 5 p.m. | Flexible hours required (some evenings/weekends)

Location: Menasha, WI | Serving Winnebago, Outagamie, and Calumet Counties

Position Summary

People of Progression is seeking a committed and culturally responsive Prevention Program Coordinator to lead our Commercial Tobacco Prevention Program, with an explicit focus on advancing health equity for African American communities across Northeast Wisconsin. This position is based out of our community center in Menasha, WI and plays a central role in coordinating grassroots education, policy advocacy, youth leadership development, coalition-building, and systems change—all rooted in racial justice and lived experience.

It is an excellent opportunity for a graduate student, recent public health or social work graduate, youth organizer, community educator, or someone exploring a long-term career in racial justice, public policy, or health equity.

Key Responsibilities & Accountabilities

Coalition Development & Engagement

- Maintain an updated list of coalition members; create and implement strategies to retain and expand membership, centering Black-led organizations and community leaders.
- Host and document regular coalition meetings, including agendas, outcomes, engagement strategies, and follow-up actions.
- Strengthen partnerships with healthcare providers, schools, and grassroots organizations.

Community Education & Outreach

- Plan and host monthly community events, including culturally specific programming that raises awareness about commercial tobacco use and its impact on Black communities.
- Coordinate workshops on tobacco prevention, advocacy, and storytelling as tools for education and empowerment.
- Lead the development and execution of a social media and communication plan that reflects community voices and aligns with state messaging guidelines.

Policy Advancement

- Conduct assessments (e.g., readiness assessments, environmental scans) to identify local needs.
- Organize bi-monthly advocacy trainings and intergenerational dialogue sessions on the impact of menthol and predatory marketing.

- Support local municipalities, housing authorities, and schools in adopting tobacco-free policies, including multi-unit housing and school campuses.

Community Empowerment: Youth & Survivors

- Support the leadership of youth and survivors of tobacco-related illness through storytelling, advocacy campaigns, and public engagement.
- Oversee youth-driven initiatives including podcasts, peer-to-peer listening sessions, and civic engagement trainings.
- Coordinate compliance checks and outreach activities through the WI Wins program in partnership with the Wisconsin Department of Health Services.
- Partner with trauma-informed providers to offer healing-centered programming for youth, survivors, and families.
- Facilitate dialogue between community members and mainstream prevention institutions to ensure lived experience shapes future systems and policies.

Evaluation, Reporting & Administrative Duties

- Complete all **quarterly reporting requirements** in collaboration with leadership and submit required documentation to DHS.
- Submit **monthly GEARS invoices** and ensure expenses align with the approved budget and allowable cost categories.
- Track deliverables using the Wisconsin Commercial Tobacco Prevention activity tracker and maintain logs of participation, communications, and coalition engagement.
- Collect and analyze **storytelling and qualitative data** from events, workshops, and community participants to demonstrate impact and inform future programming.
- Conduct focus groups and surveys to assess effectiveness and community satisfaction.
- Assist in developing and maintaining an evaluation framework that integrates community feedback and promotes continuous learning.

Other Job Responsibilities

- Perform other duties as assigned by the reporting supervisor or Executive Director to support the overall success of the program and organization.

Required Qualifications

- Deep commitment to advancing equity in Black/African American communities.
- Experience in community organizing, public health, education, or advocacy.
- Strong communication, facilitation, and collaboration skills.
- Ability to manage complex projects and report deliverables on time.
- Proficiency with Microsoft Office, cloud-based tools, and data tracking.

Preferred Qualifications

- Familiarity with CDC best practices in tobacco prevention or Wisconsin Commercial Tobacco Prevention program goals.

- Prior experience working with youth, survivors, or policy advocacy.
- Experience coordinating compliance-based or grant-funded community programs.
- Prior experience with grant invoicing, budget tracking, and ensuring costs align with allowable expense guidelines under the Wisconsin Commercial Tobacco Prevention Program.

Additional Requirements

- Valid driver's license, car Insurance and reliable transportation.
- Available for some evening/weekend community events.
- Ability to lift 20 lbs. and navigate event-based work settings.

Compensation & Benefits

- **Salary Range:** \$55,500 - \$59,500 based on experience.
- More than **four weeks of paid time off** annually (includes PTO and holidays)
- Unlimited sick time
- Competitive **healthcare stipend paid bi-weekly.**
- Flexible work schedule, weekly work from home day, and professional development support.

To Apply

Email resume and cover letter to **ciarap@peopleofprogression.org**. No phone calls, please.