



People of Progression

333 1st Street, Ste A

Menasha, WI 54952

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info@peopleofprogression.org

Job Title: Part-Time Prevention Educator

Organization: People of Progression

Job Type: Part-Time | 15–20 hours/week | Some evenings/weekends required

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

Position Summary

People of Progression is hiring a **Part-Time Prevention Educator** to support culturally specific tobacco prevention education efforts with a strong focus on the health and wellness of African American communities in Northeast Wisconsin. Working alongside the Education & Prevention Program Coordinator, the Prevention Educator will assist in delivering outreach, facilitating youth and community education activities, and supporting coalition and event efforts at our Menasha community center and throughout the Tri-County region.

This role is ideal for a student, recent graduate, or emerging community advocate looking to build experience in public health, racial justice, or grassroots education.

Key Responsibilities & Accountabilities

Community Education & Outreach

- Assist in the planning and facilitation of culturally specific community events, workshops, and educational sessions related to tobacco prevention and community wellness.
- Engage community members in discussions around tobacco-related harms, healing, and systems change.
- Help create outreach materials and provide support during community pop-ups, trainings, and healing-centered programming.

Coalition & Youth Support

- Support coalition activities and maintain engagement with members, youth, and survivors through outreach and coordination support.
- Assist in youth-led initiatives including events, listening sessions, and peer-based advocacy efforts.
- Participate in WI Wins outreach activities and educational follow-up (not compliance checks).

Administrative & Event Assistance

- Track attendance and participation for activities and events.
- Assist with preparing materials, setting up events, and collecting feedback from participants.
- Share community stories and highlights with the Program Coordinator to support program learning and communication efforts.

Other Responsibilities

- Perform other related duties as assigned by the Support Services Supervisor or Executive Director to support the success of the program.
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Required Qualifications

- A strong commitment to advancing equity in Black/African American communities.
 - Experience in education, youth work, public health, or community engagement (volunteer or paid).
 - Strong interpersonal and communication skills.
 - Ability to work independently and as part of a team.
 - Comfort working with diverse communities and populations.
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Preferred Qualifications

- Experience facilitating or co-facilitating community workshops or youth groups.
 - Familiarity with health equity, tobacco prevention, or advocacy.
 - Experience working in culturally specific or trauma-informed environments.
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Additional Requirements

- Must have a valid driver's license, car insurance, and reliable transportation.
- Available to work occasional evenings and weekends for community events.

- Ability to lift up to 20 lbs. and assist with event set-up as needed.
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Compensation

- **Hourly Rate:** \$23–\$27 per hour based on experience
 - Flexible scheduling with opportunities for professional development
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To Apply

Email your resume and a brief statement of interest to **ciarap@peopleofprogression.org**. No phone calls, please.