

# Wisconsin Association for Perinatal Care

## Position Description

**Position Title:** Program Coordinator

**Supervisor:** Deputy Executive Director of Programs

**Full-Time Equivalency (FTE):** 1.0 (40 hours/week)

We are looking for a full time Program Coordinator, but can potentially be flexible (0.6-1.0 FTE) in order to hire the best fit for the job.

**Location:** Madison, WI; potentially flexible in order to hire the best fit for the job.

**Salary Range:** \$40,000 – 50,000 at 1.0 FTE

### Duties and Responsibilities

1. Provide staff support to various program committees and work groups of WAPC and the Perinatal Foundation to facilitate their work in developing and implementing program initiatives, including the WAPC annual conference.
2. Facilitate WAPC meetings via Go-to-Meeting and in person, creating agendas with input, and taking and reviewing minutes.
3. This position will be responsible for facilitating some combination of the following WAPC and Perinatal Foundation (PF) committees and Wisconsin Perinatal Quality Collaborative (WisPQC) Work Groups:
  - A. Preconception and Prenatal Care
  - B. Infant and Family Committee
  - C. Nutrition Committee
  - D. Risk-Based Care Committee
  - E. WisPQC Human Milk Feeding
  - F. WisPQC Neonatal Work Group
  - G. WisPQC Data Work Group
  - H. Fetal Monitoring Work Group
  - I. PF Resource Development Committee
  - J. PF Program Committee
4. Assist with the delivery of various educational offerings (in-person, webinar, etc).
5. Coordinate our annual Regional Forum Series by working with WAPC staff and members.

6. Collaborate with all staff to write and edit publications, including quarterly newsletters, annual reports, and other print and electronic publications for both providers and consumers.
7. Assist in the preparation of reports.
8. Promote WAPC membership, Perinatal Foundation support, and WisPQC engagement.
9. Demonstrate initiative in support of organizational programs.
10. Exhibit on behalf of WAPC, the Perinatal Foundation, and/or WisPQC at various conferences, events, etc.
11. Contribute to the overall collaborative culture at WAPC through support of colleagues and members.

### **Qualities of a Successful Candidate**

The candidate who will be the best fit for this position will demonstrate the following:

1. Strong organizational skills and the ability to balance the priorities of concurrent projects.
2. Commitment to working towards diversity, inclusion, and a positive work culture overall.
3. Attention to detail, excellent time management and follow-through.
4. Excellent facilitation skills, and/or an eagerness to learn new skills.
5. Ability to proofread documents for errors and inaccuracies.
6. Ability to communicate complex ideas or instructions to a variety of audiences.
7. Ability to work well independently, as well as part of a team.
8. Commitment to the missions of WAPC and the Perinatal Foundation.
9. Willingness and ability to travel to WAPC meetings throughout Wisconsin, including (but not limited to) our Annual Conference, WisPQC meetings, and our Regional Forum Series. (Mileage is reimbursed, but the employee must provide their own transportation, carpooling when possible.)

10. Proficiency with the Microsoft Office Suite. Familiarity with GoToMeeting® and association management software a plus. Willingness to learn new software required.

11. Interest in continuing to learn and grow in this position, through professional development opportunities and by taking on new challenges within the organization.

To apply, please submit a resume and 1-page cover letter to [wapc@perinatalweb.org](mailto:wapc@perinatalweb.org). In your cover letter, please indicate your interest briefly, and expand on how you demonstrate the qualities of a successful candidate as listed in this position description. Please feel free to contact our office if you have any questions about the position description and/or application process.

Recruitment will remain open until the position is filled. The first round of applications will be reviewed on Monday, December 10, 2018.