

Community Coordinator (WI Community Reboot Project) Job Description:

The Local Community Coordinator plays a pivotal role in advancing the WI Community Model initiative at the local level. This position supports planning, implementation, and continuous learning in partnership with community coalitions and the broader regional team. The coordinator serves as a trusted local convener and connector, helping to build relationships, sustain momentum, and adapt the model to the realities and strengths of their community.

Key Responsibilities:

1. Lead Local Implementation

- Serve as the primary point of contact for the WI Community Model initiative in the community.
- Coordinate local rollout in alignment with the core model and local priorities.
- Facilitate the local planning, goal-setting, and implementation timeline.

2. Facilitate Community Collaboration

- Convene and support a cross-sector coalition that meets regularly.
- Build partnerships across schools, families, youth-serving organizations, healthcare, and other sectors.
- Foster shared ownership and inclusive participation throughout the process.

3. Support Youth and Family Engagement

- Ensure youth voice and family perspectives are embedded throughout planning and action.
- Create accessible pathways for participation and feedback.

4. Manage Communication and Coordination

- Act as a liaison between local partners and the regional coordinator or lead agency.
- Maintain clear, consistent communication with all stakeholders.
- Support transparent updates and documentation of progress.

5. Support Data, Evaluation, and Learning

- Assist with local data collection, including community surveys, interviews, and documentation of coalition progress.

- Participate in shared learning sessions and peer exchange opportunities.
- Use local insights to inform adaptation and decision-making.
- Track and provide information for evaluation efforts.

6. Champion the Work

- Help build awareness, credibility, and buy-in within the community.
- Support public messaging and events in collaboration with the regional team.
- Advocate for long-term support, sustainability, and policy alignment when appropriate.

Preferred Qualifications:

- Deep connection to and knowledge of the local community.
- Experience in facilitation, coalition-building, or community organizing.
- Excellent communication and collaboration skills.
- Trusted across multiple sectors and by diverse community members.
- Comfortable navigating both grassroots and systems-level spaces.
- Familiarity with youth mental health, digital media topics, or prevention approaches is a plus.
- Experience building relationships and facilitating collaborative conversations with youth, families, and community partners.