



AHEC Center Director (full-time position)  
Northeastern Wisconsin Area Health Education Center (NEWAHEC)

**Job Title:** AHEC Center Director

**Organization:**

Northeastern Wisconsin Area Health Education Center (NEWAHEC) is a non-profit, grant-funded organization devoted to health education, substance use prevention and intervention, and harm reduction programs. NEWAHEC is a federally-authorized regional AHEC organization, to develop and enhance education and training networks within areas across the state, and academic institutions and community-based organizations across 11 counties, for students and professionals to promote healthy communities, a sustainable workforce, and cooperative solutions to local health needs.

**Position Summary:**

Accountable for the overall leadership and management of the AHEC Program assigned to NEWAHEC with at least 75 percent time allocated solely to the conduct of Center duties and responsibilities as outlined by HRSA and the Wisconsin AHEC State Program Office. Provides visionary, mission-oriented and executive leadership towards fulfillment of the essential functions of an AHEC Center; directs, and supervises AHEC-related staff, and generates and sustains supportive linkages for programs and services provided/implemented by the AHEC Center at NEWAHEC.

**Working Conditions/Physical Requirements:**

NEWAHEC is a non-profit organization with limited staff. The AHEC Center Director will mainly work on a desktop/laptop computer and will have some interruptions in routine. Performing the duties of this job requires sitting for extended periods of time, walking, and occasionally lifting and/or moving up to 50 pounds. Occasional attendance at evening or weekend meetings and events is required and both short and long-distance driving is required to fulfill the demands of this position.

**Supervision:**

NEWAHEC Executive Director

**Location:**

Partially remote: NEWAHEC allows for a negotiable working model. This position requires work to be performed in-person, onsite, at the NEWAHEC office located in Manitowoc, WI. A hybrid schedule will be developed with the approval of the Executive Director.

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## **RESPONSIBILITIES AND DUTIES OF THE POSITION:**

- Responsible for operation of all functions, programs, and services of the AHEC Center.
- Serves as the AHEC Center's primary liaison and external representative with local, state, and federal health and education organizations, agencies and public officials.
- Identifies, researches, and prepares proposals and grant applications to provide funding for new and/or continuing operations and to enhance the AHEC Center's mission and sustainability.
- Prepares annual operating budget for AHEC Center in collaboration with the NEWAHEC Executive Director who secures Board of Directors approval.
- Provides NEWAHEC Executive Director with programming and fiscal reports prior to each Board of Directors meeting and attends at least one Board of Directors meeting annually.
- Approves AHEC Center purchases and expenditures and ensures that Center operations are consistent with approved budgets, preparing and submitting invoices for regular draw down of AHEC funding.
- Provides NEWAHEC Executive Director with financial reporting of purchases and expenditures for organization reconciliation.
- Monitors tracking and reporting of AHEC Center organizational outcomes through ongoing strategic planning and outcomes/related data collection.
- Ensures that the responsibilities, authorities, and accountability of all AHEC Center staff are defined and understood.
- Directs the AHEC Center staff in providing and directing procedures and systems necessary to meet work plan goals and strategic initiatives.
- Carries out supervisory responsibilities in accordance with the AHEC Center's policies and applicable laws.
- Responsible for collaboration, strategic planning, and program development with the Wisconsin AHEC Program and other AHEC Centers, development of local strategic partnerships and participation in evaluation activities.
- Ensures that all AHEC Center activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Comply with the policies and procedures of the NEWAHEC organization, as defined in the Employee Handbook provided to all NEWAHEC employees upon hire and as updated.
- Conducts themselves accordingly and respectfully both in the office and in the community as a representative of the NEWAHEC organization.
- In addition to 75 percent of time allocated to conduct AHEC Center duties and responsibilities, NEWAHEC AHEC Center Director is required to participate in community-related activities that align with the missions and values of both the AHEC Program and NEWAHEC organization.

**COMPENSATION:**

This is a full-time position (40 hours) with benefits. This position offers a competitive salary aligned with compensation standards in the nonprofit sector.

**BENEFITS:**

Health, Dental and Vision Insurance, 401k/Roth, Disability Insurance, accrued PTO, and cellphone stipend.

**REQUIRED QUALIFICATIONS:**

Master's degree in administration, health education, health sciences, public health, community and economic development, business, or related field; or bachelor's degree with six to ten years related experience and/or training; or equivalent combination of education and experience particularly in a not-for-profit environment, and in building effective community partnerships. Experience participating in or supporting AHEC program is preferred.

**Licensing Requirement:**

Valid driver's license and access to a reliable vehicle required.

**Apply by sending cover letter, resume, and two professional references to  
Stephanie Goetz [stephanieg@newahec.org](mailto:stephanieg@newahec.org)**

**Priority deadline:**

February 19<sup>th</sup>, 2026

Position open until filled.

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