



## COMMUNITY OUTREACH COORDINATOR – CLARK COUNTY

Indianhead Community Action Agency, Inc.  
Corporate Headquarters in Ladysmith, WI

This remote position has a required geographic location based in Clark County, Wisconsin.

**POSITION:** Full-time. Remote. Required geographic location based in Clark County, Wisconsin.

**DESCRIPTION:** This position is responsible for providing outreach to the county served to understand the reasons for COVID-19 vaccination hesitancy and provide appropriately related educational materials. This is done through community involvement at events, town halls, meetings with community partners, distributing flyers, and hosting focus groups. This position is remote and requires a candidate who is self-motivated, organized, accountable, and comfortable in a variety of social situations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Travel within the county you are providing services for to meet with partners, attend community events, and meet with vaccination clinics. Attend community meetings (county board meetings, community groups, CoC's, etc.) and events to promote the vaccination outreach program. Schedule regular outreach meetings with community leaders and other social service/healthcare agencies. Educate communities on reasons for vaccination hesitancy, while answering questions as they arise. Participate in the administration of a county-wide research survey to understand more about vaccination hesitancy. Keep track of individuals served by the program and complete reporting requirements provided by the Program Director. Put up and hand out flyers throughout the county you are providing services for. Host focus groups within the county you are providing services for, to understand more about the reasons for vaccination hesitancy. Answer calls with questions regarding the COVID-19 vaccine, where to get the vaccine, and other related inquiries. Meet weekly with the Program Director to discuss progress of the program and develop outreach plans. Assist with recruiting and training community volunteers regarding vaccination hesitancy and vaccination education. Assist with creating advertisements for radio, newspaper, and social media. Provide support to other Community Outreach Coordinators as needed. Perform additional duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be friendly, enthusiastic and display positive behaviors when working with communities, partners, staff, and volunteers. This position must represent ICAA and its program in a positive manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Strong communication (oral and written) skills and record keeping skills. Complete understanding of ICAA's mission, goals, and all program requirements. A post-secondary education is not required, but this would be an excellent learning opportunity for a student of marketing or advertising.

**LANGUAGE SKILLS:** Demonstrates clear and complete oral and written communication skills, appropriate listening skills, and can handle high-pressure conversations with respect. Communicates optimistically, positively, and with honesty and openness.

**MATHEMATICAL SKILLS:** Manages time effectively, uses program resources wisely, and has high levels of organization. Ability to analyze data.

**REASONING ABILITY:** Demonstrates effective leadership, trust building, and conflict resolution skills.

**OTHER SKILLS AND ABILITIES:** Ability to support the mission of ICAA and adhere to ICAA policies. Ability to organize tasks, providing education and training when needed. Ability to demonstrate computer literacy through the effective utilization of technology. Ability to work remotely with strong sense of accountability.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Wisconsin driver's license with current vehicle insurance.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to operate typical office equipment (Laptop/computer, cellphone). Ability to physically perform job functions. Ability to travel within your county and to departmental meetings in Ladysmith.

**WORK ENVIRONMENT:** The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work and communicate with diverse groups of people requiring a non-judgmental, culturally sensitive, social justice approach as applied both internally and externally of the Agency. Ability to work in a team atmosphere and willing to help others when needed. Ability to remain on-task and self-motivated, as this position is remote. Must have reliable internet access with the capability of VPN access.

**One-Year Position.**

**Starting Wage:** \$17.00 per hour.

**To be considered for an interview, applicants must submit:** ICAA application, Resume, Cover Letter, Letters of Recommendation, References. Degree if needed.

**To apply send the above documents to:** [recruiter@indianheadcaa.org](mailto:recruiter@indianheadcaa.org)

ICAA, ATTN: Recruiter  
1000 College Avenue West  
Ladysmith, WI 54848

Phone: 715-532-4222

Fax: 715-532-1550

[www.indianheadcaa.org](http://www.indianheadcaa.org)

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities, and persons with disabilities to apply.