

Wisconsin Milkweed Alliance, Inc.

Job Description

Programs: Monarch House Peer Run Respite and Kaleidoscope Peer Recovery Drop-in Center

Position: Community Coordinator

Reports To: Executive Director

Job Overview: Wisconsin Milkweed Alliance (WIMA) is a non-profit organization based in Menomonie, WI. It operates multiple programs for individuals experiencing crisis or distress related to mental health or substance use challenges. WIMA is a peer-run organization, meaning that staff, volunteers, and board members all share lived experience related to mental health, substance use, trauma, or other life-interrupting challenges.

The Community Coordinator is a key leadership position responsible for promoting the peer run respite program, peer recovery drop-in center, warmline, and related events to the local and regional community. This includes distributing outreach materials and keeping WIMA social media platforms and the WIMA website up to date. This position also supervises peer supporters, provides second person coverage and on-call coverage as needed, and assists the leadership team with program oversight while ensuring adherence to our vision, mission and values.

Key Responsibilities

Outreach

- Distribute Monarch House and Kaleidoscope Center outreach materials throughout the community on a regular basis, including events and trainings
- Maintain and regularly update website, social media page(s), blog, and/or newsletter
- Compile and organize community resource materials for use at Monarch House and Kaleidoscope Center in collaboration with the leadership team
- Compile and organize calendar of community events and activities for use at Monarch House and Kaleidoscope Center
- Actively coordinate and collaborate in fundraising events

Community relations and event planning

- Establish good working relationships and collaborative arrangements with community groups, funders, area businesses, and other organizations to help achieve the goals of WIMA
- Attend relevant community meetings and events
- Coordinate regular community events, support groups, and educational opportunities
- Plan and coordinate the organization's annual board meeting in collaboration with the Board of Directors and leadership team

Documentation and Record Keeping

- Document all relevant information for programs (number of attendees, materials distributed, etc.)

Daily Operations

- Provide a welcoming environment
- Provide second person coverage and back-up coverage as needed
- Provide rotating on-call coverage
- Other duties as assigned

Qualifications: Position demands excellent organizational and interpersonal skills. Must have lived experience with mental health and/or substance use challenges, and/or a background of trauma or other difficult life experiences. Must have and appreciate peer support values. Must align with organizational and program mission, vision, and values.

Wisconsin Milkweed Alliance, Inc. (WIMA) recognizes that the advancement of its vision, mission, and core values is incomplete without explicitly acknowledging race equity as an organizational priority. WIMA strives to consider race equity, diversity, and inclusion in all of its decision-making processes, including its hiring. Therefore, WIMA actively seeks candidates who are members of historically marginalized and underrepresented groups.

Desired Qualifications: Fluency with Microsoft Office programs, Google Docs, social media and website platforms desired. Prior training in Intentional Peer Support, WRAP, eCPR, Hearing Voices Network, Alternatives to Suicide, and other peer-delivered supports a plus. Bilingual and/or sign language is a plus.

Status: Full-time, 32 hours/wk

Compensation: \$18.50/hr, health stipend equal to 16% of wages, PTO

Anticipated start date: November 2023

To Apply: Please email a cover letter, resume, and your responses to the following questions to info@milkweedalliance.org.

1. How would you explain peer support and/or peer run respite to someone who has never heard of it before? (e.g. potential guests, social workers, police officers, counselors, etc).
2. What is your understanding of how peer run respites differ from more clinical or medical crisis intervention models?
3. What do you feel is the role of peer run respites and drop-in centers in our community?