

2023/24 Waukesha Free Clinic Public Health Associate

Roles & Responsibilities

1. Direct Service
 - a. Support front desk through reception duties, answering phones, receiving mail, answering questions, etc.
 - b. Support clinic operations through assisting with patient intake and chart preparation, patient and clinic staff support, etc.

2. Marketing & Social Media
 - a. Maintain WFC social media presence on Facebook, LinkedIn, and TikTok through posts and materials to recruit patients, volunteers, and donors
 - b. Update marketing materials and utilize Canva and other software to create materials for clinic programs, events, and mailings

3. Volunteer Coordination
 - a. Revise procedures and policies for recruiting and retaining volunteers for clinic and general assistants
 - b. Update volunteer manual and onboarding materials/process
 - c. Create a timeline for annual volunteer activities, recognition, trainings, and support