

The Center for Leadership of Afrikan Women's Wellness (CLAWW) was established in 2018, by a group of committed women who want to make a difference in our community.

Our mission is to increase awareness and develop a network of services and circles of individualized support for Black/African American women affected by trauma in Milwaukee County. We are volunteers working to help our community heal. We're looking for students who want to learn and practice their skills and experience working with us to help make a difference in the lives of the women we serve and their families.

We offer Sisters Talk healing circles, town hall meetings, and 1:1 individual support services.

Program Coordinator Job Description

Reports to Heddy Keith, M. Ed, CHI, CPS President/CEO

Responsibilities and Duties

- Create email newsletters and write articles for website, newsletters, and social media posts
- Promote CLAWW programs and events on social media and in the community
- Create and distribute flyers
- Work on CLAWW committees
- Communicate with participants and prospective participants by phone, texts, emails, and social media.
- May work some Saturdays

Qualifications and Skills

- Must have a thorough knowledge of social media sites and how best to use them to promote CLAWW programs and events (Facebook, LinkedIn etc.)
- Good verbal and written communication skills
- Team player
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Prefer a student majoring in Marketing, Social Work, Information services, English, or Counseling, but open to other majors.

Salary

- 10 hours per week @ \$12.00 per hour
- Work hours flexible

Website: www.claww.org