



## **Title: Community Engagement Coordinator (VISTA), Milwaukee Succeeds**

**Project Start/End:** August 2017 - August 2018

**Goal of the Project:** Milwaukee Succeeds (MKE-S) is a community-wide partnership, grounded in collective impact, whose aim is to ensure success for every child, in every Milwaukee School, cradle to career. Our partnership is comprised of representatives from over 300 local organizations, working in networks to identify, align and scale strategies that move the needle on educational outcomes.

As a collective impact initiative, community engagement is a key strategy for advancing our work. Collective decision-making can only be effective if we have all voices at the table actively participating in this process.

This position is designed to advance our partnership's four community engagement principles:

1. Parents, students, opportunity youth and community leaders contribute to our partnership's efforts, including participation in leadership and decision-making
2. The partnership has established mechanisms for gathering community input and uses that input to help prioritize the partnership's work
3. Community members help develop and manage the partnership's goals
4. Data used for continuous improvement includes voices and experiences from the community

Project objectives include:

1. Complete Milwaukee Succeeds and VISTA onboarding
2. Execute and manage community engagement plan
3. Establish and manage community engagement network
4. Execute communications strategy

### **Project Objective #1 (August 2017 - September 2017)**

Complete Milwaukee Succeeds and VISTA onboarding.

#### **Member Activities:**

1. Attend Pre-service Orientation or PSO Blend
2. Complete MKE-S onboarding plan, which will include meeting key stakeholders associated with this position, attending network and enterprise-wide meetings, and one-on-one meetings with supervisor focused on onboarding
3. Complete Greater Milwaukee Foundation (GMF) onboarding meetings with department heads in order to better understand GMF's mission, its place in the community and understand how community foundations operate
4. Review materials compiled by previous VISTA, which highlights progress of the initiative since August 2016

### **Project Objective #2 (August 2017 - August 2018)**

Execute and manage community engagement plan.

#### **Member Activities:**

1. Participate on and support the MKE-S Opportunity Youth Council in partnership with Employ Milwaukee
2. Organize and facilitate parent, student and community member focus groups
3. Manage and lead the recruitment of parents, students and community members for participation on MKE-S network and leadership tables
4. Work with the MKE-S team to access community engagement across the enterprise and work with individual team members to improve engagement in all areas
5. Create a system for supporting and managing community volunteers
6. Help lead the planning team of the MKE-S annual community event
7. Participate on and support the Developmental Screenings Parent Engagement Network in partnership with the United Way
8. Work with the Data Manager and Data Coordinator to develop performance measures for documenting levels of community engagement
9. Develop and manage a quarterly report on community engagement activities, including an annual presentation to our Operations Team
10. Establish and manage community engagement network
11. Identify opportunities for improvement and develop strategies for integrating improvements into our operations

### **Project Objective #3 (August 2017 - August 2018)**

Execute communications strategy.

#### **Member Activities:**

1. Work with the MKE-S team and partners to develop, implement and manage a communications plan
2. Participate on and support the MKE-S Communications Team
3. Work with the Communications Team to develop and manage communications collaterals including annual reports, brochures and rich media (e.g. videos)
4. Develop and publish stories from across the MKE-S partnership for use in multiple formats, including social media, blog posts, formal narratives and rich media
5. Manage a social media and website calendar, working with team members to develop and promote content
6. Identify opportunities for improvement and develop strategies for integrating improvements into our operations



Click on [Application Instructions](#) to apply.

**Program Benefits:** Onsite Fitness Center, Childcare Assistance (if eligible), Health Coverage\*, Choice of Education Award or End of Service Stipend, Relocation Allowance, Living Allowance, Training

**Terms:** Permits working at another job during off hours, Car recommended, Permits attendance at school during off hours

\* Visit <http://www.vistacampus.gov/healthcare> for details about AmeriCorps VISTA healthcare benefits

**About AmeriCorps VISTA:** AmeriCorps VISTA is a National Service Program operated by the Corporation for National and Community Service. VISTA's mission is to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. They focus their efforts to build the organizational, administrative and financial capacity of organizations. Click [HERE](#) to learn more about the AmeriCorps VISTA Program.