

## 5-Month Term Opportunity: Community Organizer Fellow (North Division Neighborhood)

The Greater Milwaukee Foundation encourages community members from the North Division neighborhood to apply for the Community Organizer Fellow opportunity. The Community Organizer Fellow will develop their capacity as a community organizer, plan and develop opportunities for a diverse group of constituent involvement that will inform the Foundation's strategic investment in support of North Division residents.

### **Key Responsibilities**

- Facilitate conversations on a range of complex issues and projects that impact the North Division community
- Coordinate scheduling of interviews and focus groups for the neighborhood landscape analysis
- Engage community stakeholders and partner organizations in the North Division community
- Support outreach to local community members to participate in visioning sessions
- Document meetings with community stakeholders
- Record and store archiving meeting minutes
- Assist with facilitation of neighborhood visioning sessions
- Participate in advisory council meetings
- Research community issues
- Understand quality of life indicators

### **Qualifications**

- **Ability to commit 10-12 hours per week to the 5-month assignment**
- A high school diploma, GED or HSED required; one (1) or more years of experience working in a professional office environment preferred
- Knowledge of the challenges affecting Milwaukee neighborhoods required; active involvement in the North Division community strongly preferred
- Demonstrated commitment to participating in community initiatives, civic engagement and community organizing
- Ability to interact respectfully and effectively with people from diverse backgrounds
- Excellent written, verbal and group facilitation skills
- Creative problem solver; open to new ideas and ways of working
- Proficient in Microsoft Office Suite applications (i.e., Publisher, Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases
- Must be honest, dependable, organized and able handle multiple tasks and meet deadlines
- Must be able to adapt and have a proactive attitude
- Self-motivated and able to effectively work independently

**Compensation:** \$3,500 stipend



### **Application Instructions**

**Application Deadline: Thursday, April 18**

Please include cover letter, resume and two (2) references when applying.

Email: [hrmailbox@gretermilwaukeefoundation.org](mailto:hrmailbox@gretermilwaukeefoundation.org)

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Attention: Human Resources  
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### **About the Greater Milwaukee Foundation**

For more than a century, the Greater Milwaukee Foundation has been inspiring philanthropy, serving donors and strengthening communities. Together with its donors and many community partners, the Foundation guides and shares a collective vision that Greater Milwaukee becomes a vibrant, economically thriving region comprised of welcoming and inclusive communities that provide opportunity, prosperity and a high quality of life for all.

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