

18-Month Term Opportunities: Two (2) Community Organizer and Research Fellows (Harambee, Brewers Hill, Halyard Park Neighborhoods)

The Greater Milwaukee Foundation encourages community members from the Harambee, Brewers Hill and Halyard Park neighborhoods to apply for the two (2) Community Organizer and Research Fellow opportunities. These positions will provide individuals an opportunity to try out a career, apply their education and/or experience in a hands-on way, while building a professional network. The Community Organizer and Research Fellows will develop their capacity as a community organizer and/or researcher, plan and develop opportunities for a diverse group of constituent involvement that will inform the Greater Milwaukee Foundation and Medical College of Wisconsin's strategic investment in support of residents in these neighborhoods and beyond. Although both Fellows will focus on resident engagement and participate in organizing activities, one will concentrate on community research and the other will focus on community organizing.

Key Responsibilities

- Facilitates conversations on a range of complex issues and projects that impact the Harambee, Halyard Park and Brewers Hill communities
- Coordinates scheduling of interviews and focus groups for the neighborhood landscape analysis
- Engages community stakeholders and partner organizations in the three targeted neighborhoods
- Supports outreach to local community members to participate in visioning sessions
- Documents meetings with community stakeholders
- Records and stores archiving meeting minutes
- Assists with facilitation of neighborhood visioning sessions
- Participates in advisory council meetings
- Researches community issues and understands quality of life indicators

Qualifications

- **Ability to commit approximately 15 hours per week to the 18-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 one or more of the three targeted neighborhoods 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: hourly: \$15.97

Application Instructions

Application Deadline: Monday, August 26

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

Email: hrmailbox@gretermilwaukeefoundation.org

Address: Greater Milwaukee Foundation
Attention: Human Resources
101 W. Pleasant Street, Suite 210
Milwaukee, WI 53212

Fax: 414.290.7342

About the Partnership

The Greater Milwaukee Foundation and the Medical College of Wisconsin have come together in a unique partnership that will further advance the mission of both organizations. Together, the partners share a vision for a Milwaukee that is equitable, healthy and thriving for All. Achieving this vision requires focusing on places where investment has been scarce and supporting people of color, who are disproportionately affected by disparities in our community.

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.

About the Medical College of Wisconsin

With a history dating back to 1893, The Medical College of Wisconsin is dedicated to leadership and excellence in education, patient care, research and community engagement. More than 1,200 students are enrolled in MCW's medical school and graduate school programs in Milwaukee, Green Bay and Central Wisconsin. MCW's School of Pharmacy opened in 2017. A major national research center, MCW is the largest research institution in the Milwaukee metro area and second largest in Wisconsin. In FY 2016, faculty received more than \$184 million in external support for research, teaching, training and related purposes. This total includes highly competitive research and training awards from the National Institutes of Health (NIH). Annually, MCW faculty direct or collaborate on more than 3,100 research studies, including clinical trials. Additionally, more than 1,500 physicians provide care in virtually every specialty of medicine for more than 525,000 patients annually.

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