

5-Month Term Opportunities: Two (2) Community Organizer and Research Fellows (North Division Neighborhood)

The Greater Milwaukee Foundation encourages community members from the North Division neighborhood 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 Foundation's strategic investment in support of North Division residents. 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 North Division community
- Coordinates scheduling of interviews and focus groups for the neighborhood landscape analysis
- Engages community stakeholders and partner organizations in the North Division community
- 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
- Understands quality of life indicators

Qualifications

- **Ability to commit 10-12 hours per week to the 5-month assignment (start date: beginning of April)**
- 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: Tuesday, March 5

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

Email: hrmailbox@greatermilwaukeefoundation.org

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

Fax: 414.290.7342

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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