

ThriveOn Collaboration Program Coordinator/Concierge

The ThriveOn Collaboration is a one-of-a-kind initiative launched in 2019 by the Greater Milwaukee Foundation, the Medical College of Wisconsin and Royal Capital Group and represents a new, place-based approach to addressing interrelated health, economic, social and racial inequities. The ThriveOn Collaboration is a generational investment in vibrant, historically Black neighborhoods that have long stood as beacons of Milwaukee's arts and culture: Halyard Park, Harambee and Brewer's Hill—each with a rich history and an even brighter.

The Program Coordinator of the ThriveOn King HUB will be positioned at the main desk on the first floor and serve as the initial contact for tenants and visitors. The coordinator is a key resource for Community HUB tenants, building tenants and users of the public space and will work in partnership with the Program Manager and Director to help build a visitor experience grounded in the ThriveOn vision and commitment.

Key Responsibilities:

- Serving as the Concierge on first floor to greet building occupants, guests, and neighbors. With a priority of promoting positive relationship building and engagement.
- Answering and responding to inquiries received via phone and web, directing to appropriate individuals when necessary
- Monitor and order supplies for Community HUB community space as needed
- Manage space reservations for all first-floor public spaces
- Support meeting/event coordination and calendaring for tenant and community events
- Liaise with tenants and facilities manager for maintenance and repair requests to ensure HUB maintains a high level of cleanliness and functionality.
- Coordinates Community Advisory Council engagement with ThriveOn King team
- Provides support to the ThriveOn Board by assisting Director in agenda, minutes and follow-up as needed
- Maintains community engagement contact list(s) • _ Supports data entry and list management as necessary

Qualifications:

Education & Experience

- High school diploma, GED or HSED with some advanced training or education in administrative functions required, associate degree or higher preferred.
- Three (3) or more years of experience in administrative roles required; customer service experience and previous experience working in the nonprofit industry preferred.

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Knowledge, Skills & Abilities

- Excellent customer service standards with a commitment to collaboration
- Knowledge of computers and proficient in Microsoft Office Suite applications (i.e. Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases, clerical procedures, and information management
- Must be organized and able to handle multiple tasks with efficiency and accuracy.
- Self-motivated and able to work independently
- Excellent interpersonal skills and time management

Excellence and Creativity

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, and develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

Salary: \$44,000

Application Instructions: Click the link to apply <http://www.milwaukeejobs.com/apply/add/80510719>

The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.