Name of Non-Profit Organization: Milwaukee Environmental Consortium  
Position Title: Assistant to Web Manager  

Hourly Wage: $11  Average Hours Per Week: 5-10  

Desired Work Schedule:  
(list ideal work days and times of the week for this position)  
Flexible hours for off-site work. Should be in office at least 2 days per week. Office hours are Monday-Friday, 8-5  

Address: 1845 N. Farwell Avenue  
Milwaukee, WI 53202  

Supervisor Name: Martha Spencer  
Supervisor Phone Number: 414-277-7927  
Supervisor Email: mec.marthaspencer@gmail.com  

Essential Duties and Responsibilities:  
- Compile news, events, and job/volunteer opportunities from MEConnect Member Websites  
- Working towards editing and adding quality content which represents what is happening in our local community  
- Communicating with our Members to make sure we represent them properly  
- Maintain MEC-connect social media accounts  
- Work with service learner coordinator for MEC-connect  

Required Qualifications:  
Knowledge, Skills, and Abilities (check all that apply)  

- Verbal Communication  
- Microsoft Office Skills (Word, PowerPoint)  
- Adobe (Photoshop, Illustrator, InDesign)  
- Detail Orientation  
- Initiative  
- Written Communication  
- Ability to Work Independently  
- Ability to Work in a Team  
- Presentation and Public Speaking Skills  
- Problem Solving  
- Flexibility/Adaptability/Creativity  
- Organizational Skills  
- Customer Service Skills  
- Multi-tasking
Provide other required qualifications or information on this position:

Must be able to perform basic tasks in Microsoft word/excel
Copy editing and content curation skills
Ability to select, crop and resize digital images
Must have ability to be self-sufficient

Skills/Experiences Gained from this Position:

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

Intercultural Knowledge and Competence

☐ Student employee will be able to articulate insights into their own cultural rules and biases.

Critical and Creative Thinking Skills

☐ Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

Effective Communication Skills

☐ Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

Individual, Social, and Environmental Responsibility

☐ Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position:

Student will acquire a great deal of information leading to a broad understanding of the environmental community in Greater Milwaukee
Experience running social media, Mail Chimp, and helping coordinate service learners